

# ST. XAVIER HIGH SCHOOL

## 2023-2024

### STUDENT HANDBOOK

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[www.stxavier.org](http://www.stxavier.org)

A Jesuit College Preparatory School for Young Men  
Founded 1831

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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## **I AM A ST. XAVIER STUDENT. THEREFORE**

- I respect myself. I am an honest person, a person of integrity, a person of my word, trustworthy.
- I respect others – students, faculty, staff and administration.
- I respect our school facilities and campus and the property of others.
- I take responsibility to do my best work, academically and in other areas. I am responsible for my decisions and actions.
- I make my best use of the help and resources that are here – teachers, counselors, campus ministry, library, computer center.
- My presence here is not just for me; it's for others. **MEN FOR OTHERS** starts right here in this school among us.
- I strive to be excellent, to do more, to seek the **MAGIS**.

\*\*\*\*\*

I chose to come to St. Xavier, and I choose every day to be here.

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**2023- 2024**  
**DAILY ORDER**

	A	G	E	C	A	G	E	C
8:00-8:55	A	G	E	C	A	G	E	C
9:00-9:55	B	H	F	D	B	H	F	D
10:00-10:55	C	A	G	E	C	A	G	E
11:00-11:15	HR	HR	HR	HR	HR	HR	HR	HR
11:15-12:10	Flex	Flex	Flex	Flex	Flex	Flex	Flex	Flex
12:10-1:05	D	B	H	F	D	B	H	F
1:10-2:05	E	C	A	G	E	C	A	G
2:10-3:05	F	D	B	H	F	D	B	H

X	Y	
A	E	8:00-9:25
B	F	9:30-10:55
HR	HR	11:00-11:15
Flex	Flex	11:15-12:10
C	G	12:10-1:35
D	H	1:40-3:05

<b>All Meet</b>	
8:00 – 8:40	A
8:45 – 9:25	B
9:30 – 10:10	C
10:15 – 10:55	D
11:00 – 11:15	HR
11:15 – 12:05	FLEX
12:10 – 12:50	E
12:55 – 1:35	F
1:40 – 2:20	G
2:25 – 3:05	H

**1-HOUR DELAY:**

	A	G	E	C
9:00-9:45	A	G	E	C
9:50-10:35	B	H	F	D
10:40-11:25	C	A	G	E
11:30-11:45	HR	HR	HR	HR
11:45-12:35	Flex	Flex	Flex	Flex
12:40-1:25	D	B	H	F
1:30-2:15	E	C	A	G
2:20-3:05	F	D	B	H

### **2-HOUR DELAY:**

	A	G	E	C
10:00-10:40	A	G	E	C
10:45-11:25	B	H	F	D
11:30-12:10	C	A	G	E
12:10-12:55	Flex	Flex	Flex	Flex
12:55-1:35	D	B	H	F
1:40-2:20	E	C	A	G
2:25-3:05	F	D	B	H

### **Morning Assembly:**

	A	G	E	C
8:00-8:40	A	G	E	C
8:45-9:25	B	H	F	D
9:30-9:45	HR	HR	HR	HR
11:15-12:05	Flex	Flex	Flex	Flex
12:10-12:50	C	A	G	E
12:55-1:35	D	B	H	F
1:40-2:20	E	C	A	G
2:25-3:05	F	D	B	H

### **Afternoon Assembly:**

	A	G	E	C
8:00-8:45	A	G	E	C
8:50-9:35	B	H	F	D
9:40-10:25	C	A	G	E
10:30-10:45	HR	HR	HR	HR
10:45-11:40	Flex	Flex	Flex	Flex
11:45-12:30	D	B	H	F
12:35-1:20	E	C	A	G
1:25-2:10	F	D	B	H
2:15-3:05	<b>ASSEMBLY</b>			

**Late X/Y:**

	X	Y
9:00-10:10	A	E
10:15-11:25	B	F
11:30-11:45	HR	HR
11:45-12:35	Flex	Flex
12:40-1:50	C	G
1:55-3:05	D	H

**2 Hour Late X/Y (for snow delays)**

	X	Y
10:00-11:00	A	E
11:05-12:05	B	F
12:10-12:55	Flex	Flex
1:00- 2:00	C	G
2:05-3:05	D	H
	X	Y

**Extended Flex:**

	A	G	E	C	A	G	E	C
8:00-8:50	A	G	E	C	A	G	E	C
8:55-9:45	B	H	F	D	B	H	F	D
9:50-10:40	C	A	G	E	C	A	G	E
10:45-11:00	HR	HR	HR	HR	HR	HR	HR	HR
11:00-11:40	Flex 1	Flex 1	Flex 1	Flex 1	Flex 1	Flex 1	Flex 1	Flex 1
11:40-12:20	Flex 2	Flex 2	Flex 2	Flex 2	Flex 2	Flex 2	Flex 2	Flex 2
12:25-1:15	D	B	H	F	D	B	H	F
1:20-2:10	E	C	A	G	E	C	A	G
2:15-3:05	F	D	B	H	F	D	B	H

# MISSION AND BELIEFS OF ST. XAVIER HIGH SCHOOL

## MISSION

To assist young men in their formation as leaders and men for others through rigorous college preparation in the Jesuit tradition.

## WE BELIEVE

That rooted in the Gospel of Jesus Christ and the Spiritual Exercises of St. Ignatius, St. Xavier High School (the "School") is an apostolic mission by:

1. Naming Jesus Christ as the model for all human life
2. Affirming the world as God's creation and therefore good, but in need of redemption
3. Recognizing family and community as a context for redemption
4. Providing students with comprehensive instruction in Catholic beliefs and practice
5. Providing students with opportunities for spiritual formation in the Catholic faith through participation in the sacraments, prayer, retreats, service and other spiritual programs

## WE ASSIST

Students to become more:

- **Open to Growth**  
Seeking the magis, living for the greater glory of God  
Insisting upon students' increasing responsibility for their growth and education
- **Religious:**  
Encouraging students to develop a sense of awe and appreciation for the mysteries of creation and human existence which they encounter in their studies
- **Committed to Doing Justice:**  
Energizing students to seek the truth, pursue dreams, confront issues; to live a faith which recognizes the obligation to work for justice in the world.
- **Intellectually Competent:**  
Presenting a wide range of experiences among the academic disciplines
- **Loving:**  
Encouraging students to become leaders by example, showing love in deeds more than words and performing service for families and others

## WE USE

Ignatian methods of proceeding by:

1. Exercising individual care and concern for the whole person
2. Building a spirit of community, collaboration, and collegiality among all constituents of the School
3. Familiarizing students with Jesuit history and Ignatian principles of spirituality
4. Developing students as contemplatives in action who reflect on the human significance of what they have learned
5. Helping the St. Xavier community to learn by using the Ignatian method of Context-Experience-Reflection-Action-Evaluation
6. Engaging in regular reflection regarding objectives and programs

## PRINCIPLES AND OBJECTIVES

St. Xavier High School is a college preparatory school sharing in the Roman Catholic Church's ministry of education with the special charism of the Society of Jesus. Education at St. Xavier is based on the following assumptions.

1. Well-rounded human beings best develop in a community whose members work together to help individuals develop their unique talents and grow in their responsible use of freedom.
2. In the lives of all individuals, God is present and active, drawing them by grace toward their ultimate goal, full redemption. God calls each individual to the fullest possible development of talents and the willingness to use them for others. The model of this way of life is Christ; the source of this life is the Spirit. Yet people are free to accept or reject God's call.
3. Gifted young persons should especially strive for excellence – *the magis* – in all their endeavors so that they can become effective Christian leaders through whom the kingdom of God comes alive.

Education at St. Xavier High School is dedicated to the full development of each student. Through all school programs – religious, academic, co-curricular, and athletic – the faculty and staff guide students to achieve the following objectives.

**Intellectual Formation:** Teachers help students develop the academic skills, habits of mind, and insights that will prepare them to become independent learners in college and throughout life. Learning calls for active participation rather than passive reception. The curriculum heeds the call of the *Ratio Studiorum* for "non multa, sed multum" – not just quantity, but depth of understanding which could lead to thorough mastery and the ability to apply learning to new situations. Students learn that academic accomplishment is not an end in itself but a means to see God present and working in all creation, to experience the joy of discovery, to prepare oneself to live as a man for others, and to build the Kingdom of God.

**Affective Formation:** Particular care is given to the development of the imagination, the affective, and the creative dimensions of each student in all courses of study. These dimensions enrich learning, offering ways to discover God through beauty.

**Moral Formation:** Intellectual and affective formation also provides a basis for the moral formation of the student. Greater knowledge and love of the good enable the student to act more wisely. In addition to specific courses in morality, the student is also shaped and challenged indirectly by the culture of the School. Teachers offer example; School policy offers a model; the academic, athletic, and co-curricular programs call upon the student to develop commitment and self-discipline, responsibility and perseverance. Moreover, the School provides enough freedom for students to make moral choices, yet enough accountability so that students face the consequences of their choices and actions.

**Religious Formation:** A Jesuit School as community offers individuals the opportunity to explore their faith response to God, recognizing that faith cannot be imposed. Yet the work of the School has two ultimate aims; worship of God at work in creation and redemption, and service to others. A religious dimension thus permeates the entire educational process.

## THE GRADUATE AT GRADUATION

To guide every facet of curriculum development at St. Xavier, the faculty has produced this summary statement of the characteristics that the graduate will have acquired during his time at the School. Every course and every activity must work together toward fashioning a graduate with these characteristics. When St. Xavier is successful in its educational mission, therefore, its graduating student will have certain definite qualities. Such a graduate will be:

**Open to Growth:** The ideal St. Xavier student at the time of graduation has matured emotionally, intellectually, physically, socially, and religiously to a level that reflects some intentional responsibility for his own growth and actions (as opposed to a passive, drifting, laissez-faire attitude about growth). The graduate is at least beginning to reach out in his development, seeking opportunities to broaden his mind, academic skills, imagination, feelings, religious awareness, and social consciousness.

**Intellectually Competent:** By graduation the St. Xavier High School student should exhibit a mastery of those academic requirements for advanced forms of education. While these requirements are broken down into departmental subject-matter areas, the student will have developed many intellectual skills and understandings which cut across and go beyond the academic requirements for college entrance.

**Religious:** By graduation the St. Xavier High School student should have a basic knowledge of the major doctrines and practices of the Catholic Church. The graduate also will have examined his own religious feelings and beliefs with a view to choosing a fundamental orientation toward God and establishing a relationship with a religious tradition and/or community. What is said here, respectful of conscience and religious background of the individual, applies to the Catholic and non-Catholic graduate of St. Xavier High School.

**Loving:** By the time of graduation, the St. Xavier High School student is well on the way to establishing his own identity. The graduate is also on the threshold of being able to move beyond self-interest or self-centeredness in significant relationships with others. In other words, he is beginning to be able to risk some deeper levels of relationship in which one can disclose self and accept the mystery of another person and cherish the person. Nonetheless, the graduate's attempts at loving, while clearly beyond childhood, may not yet reflect the confidence and freedom of a mature person.

**Committed to Doing Justice:** The St. Xavier High School student at graduation has achieved considerable knowledge of the many needs of local and wider communities and is preparing for the day when he will take a place in these communities as a competent, concerned and responsible member. The graduate has begun to acquire the skills and motivation necessary to live as a **man for others**.

## REQUIRED CONFERENCES REGARDING THE GRADUATE AT GRADUATION

We at St. Xavier High School are committed to our Mission, *"To assist young men in their formation as leaders and men for and with others through rigorous college preparation in the Jesuit tradition"* and to its application in the characteristics of the Graduate at Graduation, **Open to Growth, Intellectually Competent, Loving, Religious, Committed to Doing Justice**. For these reasons we require that students and parents participate in a three-tiered developmental process for forming and evaluating the student's progress in light of this Mission and these characteristics.

The Conferences are:

- Freshman Family Conference after acceptance and prior to entering St. Xavier (spring: students and parents attend)
- Junior Family Conference upon the completion of sophomore year (summer: students and parents attend)
- Senior Exit Interview in May of the senior year (students participate)

Attendance at each of these conferences is mandatory. The School and the facilitators will make every attempt to schedule these in a timely and manageable way for you and your son. If a student or his parents fail to *make good-faith efforts to schedule and attend these conferences, the student will be excluded from School and from all co-curriculars until the conference has been held.*

## **A BRIEF HISTORY OF ST. XAVIER HIGH SCHOOL**

The phrase “generation gap” as it applies to the St. Xavier alumni is a term more of place than of time. “The good old days” for classes prior to 1960 revolve around an old building at Seventh and Sycamore, volleyball in the blacktop yard enclosed by a high iron fence, city noises and Memorial Hall. Classes after 1960 recall memories of a new, bright building in Finneytown, plenty of open spaces for sports, well-equipped labs, commuting by carpools and the Rainbow Room.

Bridging this gap, however, and welding these two generations together are important elements of the St. Xavier experience: the ideals of Jesuit education, the demanding academic program, the caring atmosphere, the good times, and even Jug.

St. Xavier High School has passed through numerous stages in its 184-year history. The diocese of Cincinnati was only nine years old when Bishop Fenwick opened his School at Seventh and Sycamore Streets on October 17, 1831. He named the School the Athenaeum and placed it under the patronage of St. Francis Xavier. Eight years after Bishop Fenwick's death, Bishop Purcell was finally able to persuade the Jesuit fathers to staff this School; and in 1840, Fr. John A. Elet, S.J. opened St. Xavier College to 76 students.

The fledgling college underwent hard times in the 1850s but recovered after the Civil War and grew steadily. When the college moved to its present Avondale site in 1919, St. Xavier High School and St. Xavier College were separated physically; but it was only in 1934 that St. Xavier High School became completely independent. Fr. A.J. Diersen S.J., was the first president.

In the 1940s and '50s it became more and more apparent that buildings erected in the late 19th century were not going to be able to contain the growing enrollment, nor provide the type of facilities required for quality education. In 1954, Fr. John Benson S.J. began planning the new high school on North Bend Road. In 1960 the move from downtown to Finneytown was accomplished.

In the following years the “new” St. Xavier has seen its share of improvements, alterations, and additions. A four-hundred-seat chapel, new facilities for science and technology, a new and expanded music suite, an intramural gymnasium and wrestling room, and improvements to the Natatorium greeted the St. Xavier community when the 1999-2000 School year began.

Fr. Walter Deye, S.J. led the most recent expansion between 2001-2008, which included renovated athletic facilities, a theater, black box theater, visual arts studios, renovated administrative and classroom areas, a new Wellness Center and a team building by the track stadium.

How much of a generation gap will be produced remains to be seen. Yet the traditions established at the “Old St. X” and the sparkling facilities of the “New St. X” will hopefully still be reflected in the achievements of St. Xavier graduates as they continue the School's proud heritage.

# FINANCIAL INFORMATION

## TUITION AND FEES:

Tuition, per year, per student	\$17,350
Class Fees:	\$ 300
(Registration, Freshman House, ID, Lock, Retreat, Science Lab, Health Class, Religion Materials, Graduation, Transcripts & Fine Arts)	

Replacement ID Card \$ 10

Locker Lock \$ 6

**Note:** Parking and other incidental fees will be paid, if and when incurred, through the website online.

A nonrefundable deposit of \$650 is due for incoming freshmen upon enrollment. All fees (excluding tuition) are charged upfront and owed for any student who attends classes for one day or more at any time throughout the school year. Should a student withdraw mid-year, tuition is owed for all quarters in which a student attended one day or more.

In response to payment flexibility requests and in an effort to enhance tuition billing, communication and collection – St. Xavier has partnered with FACTS, a tuition management company, for the **2023-2024** school year. All families are required to create a FACTS account. Families will receive an email or letter that contains instructions on how to create a customer profile and set up a payment plan.

- **Payment Plan options and the related fee(s) paid to FACTS:**

- ⇒ **PAY IN FULL**

- FACTS Fee = \$0

- Full Pay Plan - Due **July, 2023**

- ⇒ **QUARTERLY PAYMENT PLAN**

- FACTS Fee = **\$44**

- 4-Pay Plan: **July, 2023, September, 2023, November, 2023, January, 2024**

Choose your payment date of the 5th or the 20th of the month

- ⇒ **10 MONTH PLAN**

- FACTS Fee = **\$44**

- 10 – Pay Plan: **Start July, 2023 - End April, 2024**

Choose your payment date of the 5th or the 20th of the month

- **Payment Methods:**

- ⇒ All payments will be processed by FACTS. FACTS payment options include paying by bank transfer (ACH) or credit card. The credit card option will incur a credit card convenience fee of **2.95%**.

- **Intuitive Online & Mobile Friendly Account Maintenance for Families:** You may check your personal account or make payments online from the convenience of your home, office or mobile device anytime.

- ⇒ Parents can view all of their payment activity online, change payment method from month to month, make additional payments, and view previous / upcoming payments.

- ⇒ Parents may sign up to receive notifications to their mobile device when their payment is due or past due (text or email)

- ⇒ Families will have option to change their Automatic payment due date, up to 3 times per year and to within 10 days of scheduled due date by signing into their FACTS account or by calling FACTS 24 hr. Customer Service at 866.441.4637

- For Questions or help about your FACTS Account, please call FACTS Management via phone 866.441.4637 (live agents available 24/7) or sign into your online [FACTS Payment Plan](#) Account.

The Advance School Registration Fee of \$650 for the **2023-2024** school year will be billed through FACTS **during the online reenrollment process** for all current students except seniors. It will be due in full by May 20, **2023**.

As always, we will continue to work with families should special circumstances or hardships arise during the School year. Families should contact the Business Office at 513-761-7815 ext. 134 or [StXBusinessOffice@stxavier.org](mailto:StXBusinessOffice@stxavier.org).

### **DELINQUENT (PAST DUE) ACCOUNT POLICIES:**

Families are urged to contact the Business Office if they fall behind.

- In the event of a delinquent account at the beginning of the school year or Second Semester, the student will not be admitted to School until the account is brought current.
- In the event of an outstanding balance at the end of a school year, underclassman will not receive grades or their class schedules for the following year until the account is brought current.
- Tuition accounts must be current in order for a student to register for and participate in co-curricular activities in which the families pay fees of \$250 (before scholarship) or more. Examples include, but are not limited to, Music Boosters trip, Band Camp, Marine Science trip, Mission Trips, Leadership Camp and Club Sports.
- Seniors:
  - o Tuition and fees must be paid in full by **May 1, 2024** in order to participate in graduation ceremonies.
  - o Tuition, fees and all financial obligations must be paid in full to receive grades, diploma and final transcript for college. Textbooks, library books, science equipment and athletic equipment issued to students and not returned nor their monetary equivalent paid are considered financial obligations.

The School makes every effort to reach agreement with families for tuition payment when circumstances dictate the need. If a family has such an agreement with the School, tuition must be current with the terms of the agreement or will be subject to the delinquent account policies.

Questions regarding tuition accounts can be directed to the Business Office at 513-761-7815 ext. 134 or [StXBusinessOffice@stxavier.org](mailto:StXBusinessOffice@stxavier.org).

## **FINANCIAL AID**

**Named Scholarships:** These scholarships are based on need and are awarded after parents submit a financial aid application. These scholarships are awarded on a year-to-year basis, and a new application must be filed annually. St. Xavier uses the FACTS Management Company (FACTS), an independent organization, which provides guidelines for the equitable awarding of grants.

**Student Contribution Program:** This aspect of the Financial Aid Program affects every student receiving a need-based scholarship. Students are expected to help pay their tuition by earnings from part-time employment.

A limited number of part-time jobs are available at the School on weekdays 3:10 p.m. to 5:10 p.m., Monday through Friday. There are also limited opportunities for summer employment. Students also have the option of working at a job outside the School. In any case, the students are expected to make a contribution toward the cost of their education.

## **SCHOLARSHIPS RECEIVED FROM ODE**

Any parent, legal guardian, or legal custodian who has a student attending St. Xavier High School receiving an EdChoice, Jon Peterson, or Autism Scholarship from the Ohio Department of Education (ODE) hereby authorizes St. Xavier High School to receive, accept, sign, and endorse any check, warrant, or other document payable to St. Xavier High School on behalf of both St. Xavier High School and the parent, guardian, or custodian in accordance with Ohio Rev. Code 3310.01, *et seq.* and/or Ohio Admin. Code Ann. § 3301-11-10 and for the purposes set forth therein. St. Xavier High School will apply a credit in advance of any payment received from ODE to the tuition account of any student receiving EdChoice. Payments received from ODE will directly offset this credit.

Any parent, legal guardian, or legal custodian agrees to indemnify St. Xavier High School and to hold them harmless against any and all costs, expenses, damages, liabilities, or claims, including reasonable attorney fees and expenses of counsel, which St. Xavier High School or the Archdiocese of Cincinnati may sustain or incur by reason of the foregoing agreement provided above.

# COMMUNICATION

The School encourages open and timely communication between parents, students and the professional staff. Parents and students who have concerns are urged to communicate them as soon as possible to the staff member closest to the issue who has the ability to address it. Students or parents who have concerns about the actions of a teacher or coach should first speak with the teacher or coach. If the concern remains unresolved after the conversation, the next step is to speak with the immediate supervisor, usually the department head. The next steps are the Assistant Principal for Academics, the Assistant Principal for Student Life or the Athletic Director (depending on the situation) and then the Principal.

When a student or parent expresses concerns about a faculty member or coach to administrators, administrators ordinarily will abide by this protocol:

1. The first conversation will be between the student and the Teacher or coach. If the student is reluctant to speak with the teacher or coach, the student will meet with his school counselor for counseling about how to meet with the teacher or coach.
2. If the problem remains unresolved after step 1 listed above, the parent will meet with the teacher or coach (with or without the student as decided by the teacher or coach and parent).
3. If the problem remains unresolved, the parent or student will meet with the appropriate Assistant Principal.

If the teacher or coach does not respond to an inquiry from a parent or student within two class days, the student or parent is encouraged to contact the appropriate Assistant Principal.

Keep in mind that only signed or in person communication will be acted upon.

***Students are expected to check their St. Xavier email account daily by 11:15am.***

# ACADEMIC POLICIES

**Admission Guidelines:** St. Xavier High School is a Catholic, Jesuit, college preparatory School for young men. It admits students from any race, nationality, ethnic origin and religion who are open to the School's mission of intellectual, affective, moral and religious formation.

Generally, the decision to admit eighth-grade applicants is based on

- Scores from the St. Xavier entrance examination and other national standardized tests
- Seventh and eighth grade performance records
- Co-Curricular involvement, accomplishments and leadership.

**Striking a Balance:** St. Xavier endeavors to balance the demands of two valuable but competing goals. On the one hand, a diverse student body that reflects the "real world" best serves the School's mission and its students' education. The tradition of Jesuit education has stressed inclusiveness and diversity from the time of St. Ignatius Loyola, the founder of the Society of Jesus (Jesuits). On the other hand, the School prizes the loyalty of parents and alumni, who value a St. Xavier education, and wants to assure these "family members" the opportunity for their sons to receive a St. Xavier education. In order to maintain this balance, the School currently gives special consideration to qualified students from "groups not traditionally represented" at the School and to the sons, grandsons and brothers of alumni and current students. The special consideration afforded these two groups, however, should not discourage students interested in St. Xavier from applying for admission. Ample room remains in the School for students not in the above groups to add their gifts and talents to the special mix that is St. Xavier High School.

**Graduation Requirements:** To be awarded a St. Xavier diploma, a student must have earned a minimum of 23.5 units of credit during his high School years. Credits achieved in years prior to high School will be posted on the St. Xavier transcript and may be used to fulfill St. Xavier departmental requirements, but they will not be included in the 23.5 St. Xavier credit requirement. A unit of credit is equivalent to a passing grade in a subject for two semesters; a half-credit is earned by completing a one semester course, with the exception of physical education where a quarter-credit is earned for a one semester physical education course. **Each student is required to take at least SIX courses in each of his eight semesters.** Specific credit requirements for graduation are listed on the following page.

**Graduation Ceremony:** In order to participate in St. Xavier's graduation ceremony, seniors must meet St. Xavier's graduation requirements. However, students who fail a course senior year or who have been excessively absent may lose the right to participate in the graduation ceremony even if they have met the School's graduation requirements. Students are required to attend graduation.

## Credit Requirements for Graduation

<u>SUBJECT</u>	<u>DESCRIPTION</u>	<u>TOTAL CREDITS</u>	
English	Oral Communications English 1 English 2 English 3 AP English Literature or Language OR 2 Electives (at least 1 reading-based)	.25 1 1 1 1	4.25
Mathematics	Algebra I Algebra II Geometry OR Prob/Stats/Geo Precalculus OR Intro to Calculus, Calculus OR AP Statistics	1 1 1 1	
Computer Science	Information Processing	.25	.25
World Languages	Proficiency in level 3 of a World Language	3	3
Health	Health CORE	.50	.50
Physical Education	PE CORE PE 2 Fitness OR Advanced PE	.25 .25	.50
Religious Studies	Scriptures Faith and Church Sacraments Morality and Social Justice Elective – 1st Semester Senior Year Elective – Junior Year or 2nd Semester Senior Year	1 1 1 .50 .50	4
Science	Biology Chemistry Physics or other science electives	1 1 1	3
Social Studies	Modern World History OR AP World History Economics and Financial Literacy OR AP Macroeconomics American History OR AP US History American Political Systems OR AP US Govt.	1 .50 1 .50	3
Fine Arts	Fine Arts 1 Fine Arts 2 same discipline OR Fine Arts 1 different discipline	.50 .50	1

**Credit Flexibility Policy:** Any student at St. Xavier High School may propose a plan to pursue college preparatory academic work outside of St. Xavier classrooms, whether it be for an individually designed program or for a course or experience not offered at St. Xavier. However, for the sake of accomplishing the formational and social aspects of education essential to the School's graduation outcomes as articulated in the Graduate at Graduation, the student ordinarily must be present in the St. Xavier School building, or present at educational programs sponsored by or officially affiliated with St. Xavier, for at least 80% of the time during which classes are held each week.

To receive credit at St. Xavier for this work, a student must 1) submit a Flexible Credit Proposal Form (available in the Student Portal) to the Assistant Principal for Academics by March 15\* of the year preceding the implementation year; 2) obtain the approval of the School for the proposal; and 3) demonstrate mastery in the proposed area of study. (\*Exceptions may be granted by the Assistant Principal for Academics.)

The Assistant Principal for Academics will review the request with the assistance of the appropriate Department Head or his/her designee, in order to render a decision about whether the School finds merit in the proposal. The School may accept the proposal as submitted, communicate additional requirements and/or modify the proposal, or deny the proposal. If accepted or modified, the School will then decide on the unit of credit to be awarded at the completion.

A student may appeal the decision of the Assistant Principal to the Principal. The Principal's decision is final.

When the student completes his work and demonstrates mastery, credit will be posted on his St. Xavier transcript and his grade will be determined and included in his G.P.A.

Students who have been awarded high school credit for work done prior to coming to high school may be provisionally awarded credit at St. Xavier, if they can demonstrate appropriate mastery within the established norms of the St. Xavier curriculum. Credit thus awarded will be confirmed by demonstration of mastery in the next course in the sequence. Please note this generally applies only to courses in Mathematics and World Languages.

**Arrupe Virtual Learning Institute:** All students may earn St. Xavier academic credit by taking courses through the Arrupe Virtual Learning Institute (AVLI). AVLI provides students with an extensive list of course options that will enable him to pursue interests beyond those traditionally offered at St. Xavier.

**Grading:** Numerical grades are reported four times a year on report cards, which are posted on PowerSchool, usually within seven days from the end of each quarter. A letter grading system is used according to the following scale:

<u>Letter Grade</u>	<u>GPA Quality Points</u>
A+	4.33 and above
A	4.00 – 4.32
A-	3.67 – 3.99
B+	3.33 – 3.66
B	3.00 – 3.32
B-	2.67 – 2.99
C+	2.33 – 2.66
C	2.00 – 2.32
D+	1.60 – 1.99
D	1.00 – 1.59
F	0.00

**Weighting:** Courses designated as honors will receive an additional .50 quality point, and AP courses will receive an additional 1.0 quality point.

**S/U (satisfactory/unsatisfactory):** only used for pass-fail courses or used under extraordinary circumstances as determined by the Assistant Principal for Academics.

**I (incomplete):** only used in extraordinary circumstances and requires pre-approval by the Assistant Principal for Academics. The student will not receive a grade or credit for the course until the course work has been completed.

**W/F (withdraw failing):** may be assigned if a course is dropped after a reasonable period of time as determined by the Assistant Principal for Academics.

**Award of Credit:** St. Xavier's School year is divided into two semesters. The first semester is broken into 1st and 2nd quarters, while the second semester is broken into 3rd and 4th quarters. A student receives credit at the end of each semester for classes in which he receives a passing grade. The semester grade that appears on the report card and the transcript includes both quarter grades.

**Honors:** A student who achieves a 3.6 or better average without a failure at a quarter grading period receives first honors. A student who achieves a 3.2-3.59 average without a failure at a quarter grading period receives second honors.

**Failures:** Any semester grade below 70 is a failure. Ordinarily a student who fails a class will be assigned to a study hall during his free period. A student who, at the end of the year, accumulates an excessive number of semester failures will not be able to return to St. Xavier in the following year, even if he makes up the failures in summer School. To be specific, a student ordinarily will be dismissed if he has three failures in one year, four failures in two years, or five failures in three years.

A freshman who does below passing work (a grade below 70) in the first semester of a two-semester course receives a P (for probation). The freshman will pass both semesters if he receives a 70 or better at the end of the second semester. If the freshman receives a grade below 70 at the end of the second semester, the P is changed back to the original failing grade and he will fail both semesters.

**Progress Reports:** After the first month of school, teachers will post grades on a bi-weekly basis to Canvas, a secure website that can be accessed through the School's website. These grades are snapshots of a student's progress; they can change dramatically as new assessments are taken. If parents need more information about any grades, they should email or call the teacher.

**Summer School:** A student who fails a semester will make up the failure through St. Xavier's Summer School. Students must complete all Summer School work by July 31, at which point credit will be awarded. Students who do not successfully remediate a Summer School class will be required to meet with the Assistant Principal for Academics to determine the consequences of the failure, which could include the student's withdrawal from St. Xavier.

**Make-Up Work:** When a student misses an exam, a test, or any other assignment in a course, it is his responsibility to contact the teacher and arrange for making up the missed work within a reasonable time from his return (see absence policy). If a student fails to accept this responsibility, the teacher may give him a grade of zero for the missed exam, test or assignment.

The Dean of Student's office will instruct parents who call in their son's short-term absence to contact teachers either by phone or by email if they ask for homework assignments. (Links to teachers' email are available on Canvas.) If the absence is extended, the Dean of Student's office will notify the student's counselor, who will notify teachers of the reason for the absence (taking into consideration confidentiality issues) and will instruct teachers to phone or email the student or his parents with assignments that may not be listed on Canvas.

**Penalties for Late Major Assignments:** This policy applies to assignments 1) that the teacher has made at least two weeks in advance and 2) for which the teacher has established firm and final due dates. (It does not apply to intermediate teacher checks on work in progress.)

The ordinary penalty will be a 10% grade reduction for the first five class days after the due date. On the sixth day the grade becomes 0.

This is the maximum permissible penalty as well as the norm. Teachers may use their discretion to assign a less severe penalty, or no penalty at all, if the circumstances warrant such consideration. For example, the teacher might be aware that the student is making a good-faith effort and legitimately needs more time; or that illness or emergency circumstances have affected the student. Teachers will not establish a classroom norm that is different from this policy.

**Academic Jug:** When a student fails to complete an assignment on time, a teacher may assign an Academic Jug. A student who receives an academic Jug must report to the Dean of Students by 3:10 p.m. on the same day the Academic Jug is assigned. During Academic Jug the student will be expected to complete the missing work. No demerits are assigned for Academic Jugs.

**Examinations:** Four times a year three days are set aside as a time for comprehensive evaluation of the work of the past quarter. The weight of these quarter exams is determined by the teacher and is used as a significant part of the quarter average. On exam days students must follow the same attendance procedures as on class days. Any unexcused absence from an exam will result in a grade of zero for the exam. Foreseeable absences are ordinarily not permitted on exam days. At the discretion of the administration, exceptions may be made only for situations or events beyond the control of the student or his family.

**Exam Exemptions:** Students in a two-semester course will be exempt from the fourth quarter exam in that course provided their average in that course for the fourth quarter is 90 or higher and that their average for the year in that course is 85 or higher on that last class day of the fourth quarter. Seniors in a one-semester course will be exempt from the fourth quarter exam in the course provided their average for that course for the fourth quarter is 90 or higher and their average for the semester in that course is 90 or higher on the last class day of the fourth quarter for seniors. Students who take an advanced placement exam at the end of the second semester may be exempt from the fourth quarter exam in the corresponding course.

**End of Quarter:** No student work will be accepted after the last day of the grading period unless permission of the Assistant Principal for Academics is obtained. The Assistant Principal for Academics will determine when this is reasonable and appropriate.

**Report Cards and Parent-Teacher Conferences:** Report cards are posted to PowerSchool usually within seven days from the end of each quarter. After the first two quarters, time is scheduled for parent-teacher conferences. Parents are also invited to contact teachers by telephone or e-mail. Grades are released only to parents who have signed a financial responsibility form for the student.

**Academic Probation:** Academic probation is intended to serve as a formal and serious warning to the student and his parents that his academic performance is not satisfactory. During the probationary period improvement is expected. The Academic Board may require specific actions (such as a contract, assignment to a required study hall, suspension from co-curricular activities, assignment to After-School Study Tables). The Assistant Principal for Academics monitors these conditions. If, in the judgment of the Academic Board, the student has not improved to its satisfaction, he may be required to withdraw from St. Xavier, even though he has not exceeded the number of failures permitted.

**Required After-School Study Tables:** If a student is not completing his work at home in preparation for class, the Assistant Principal for Academics or the student's counselor may assign him to supervised After-School Study Tables. After-School Study Tables meets Monday through Thursday from 3:15 to 4:30 p.m. Students with unexcused absences from After-School Study Tables will receive a JUG.

**School Closure Due to Snow or Other Emergency:** When School is closed due to snow or some other serious reason, students are to check their Canvas accounts for homework assignments. For that reason, when School closure seems a distinct possibility, students should bring their books and materials home with them on the day preceding the possible closure.

## ACADEMIC HONESTY

**Cheating:** Both attempting to represent as one's own work the work of another as well as using one's own work in an improper manner (i.e., allowing another student to use work as his own) are acts of academic dishonesty that can incur both academic and disciplinary penalties. For any act of cheating or attempted cheating, failure to follow test directions, or the mere presence of any unfair aid, the student is sent to the Assistant Principal for Academics. Ordinarily, a grade of zero will be assigned; the zero could result in the student's failing the course.

A letter informing the parents of the incident and disposition is sent home. The Academic Board will review cases that are more serious in nature or that are open for appeal. Disciplinary penalties such as service work, demerits, suspension, and even expulsion may also be imposed for academic dishonesty in addition to the academic sanction indicated above.

**Plagiarism:** Plagiarism is a form of cheating. Plagiarism is a serious form of academic dishonesty. What is plagiarism? Plagiarism is the presentation of someone else's ideas as if they were your own. It occurs when you

- Copy the actual words or work (computer program, graph, illustration) of another without giving credit to the author. This has become easier to do in a digital age where passages can be copied from the internet and then submitted without proper citation, and when students can transfer their work to other classmates through email and cloud sharing.
- Use ideas, information, or even a pattern of organization without giving credit to the author.  
**Warning!** Substituting a few of your own words or modifying the program/graph/illustration does not make it your work. You still must give credit to the author. It is the student's responsibility to be aware of the "rules." Ignorance is not a valid excuse.

How do you give credit to the author?

- For direct quotes credit is given by using quotation marks around the words that have been taken from a source and indicating through endnotes/footnotes where each can be found.
- For paraphrases/computer programs/graphs/illustrations, credit is given by indicating through endnotes/footnotes where each can be found.
- Citations are not required when using facts that are found in a source but are also common knowledge (i.e. George Washington was the first president). When in doubt, cite.

Teachers may require students to submit their written work to a service selected by the School that compares students' written work to texts stored in the service's database. Teachers may allow students the opportunity to rectify the identified possible plagiarism before submitting their final. If students submit their work to their teachers without rectifying it, the service will notify the teacher about the possible plagiarism.

By their signatures affirming their agreement to abide by the provisions of this handbook, each student and his parents or guardians grant St. Xavier High School the right to release a copy of the student's written work to the service described in the preceding paragraph; grant this service the right to keep a copy of the student's work; and grant this service the right to make a copy of the student's work in order to illustrate similarities between the student's work and someone else's work.

## **ACADEMIC POLICIES: Miscellaneous**

**Schedule Changes:** Before the school year begins, each grade level will have a day to request course changes. Those course changes must be made online during a 24-hour adjustment window. The registrar, in consultation with the Assistant Principal for Academics, will determine whether such a request is granted. Elective withdrawals are permitted within the first five days of each semester. Please note this does not apply to AP courses taken as electives. However, a request for a withdrawal will not be approved if it causes the student to have fewer than six classes. After five days a student ordinarily may not withdraw from an elective course unless an exception for serious reasons is granted by the Assistant Principal for Academics. Students cannot request a change from an AP level course to a non-AP course.

**Independent Study:** St. Xavier High School offers the possibility of study outside the established curriculum. Those wishing to pursue independent study must secure the permission of the supervising teacher, the department head, and the Assistant Principal for Academics. Contract forms are available in the Principal's office and must be completed at the beginning of the semester.

**Content Concerns:** A primary educational purpose of St. Xavier High School is to stretch students towards adulthood. The curriculum includes instructional experiences that refer to adult themes, especially moral issues, and teachers guide students to consider these themes in light of the teachings of the Catholic Church. If a parent has a conscientious objection to the content of an instructional experience such as a film, reading, or guest speaker, the parent may request an excused absence for the student from the experience in question. The Assistant Principal for Academics has sole discretion to grant such an excused absence. If the excused absence is granted, the student will be given an alternate assignment by his teacher. Parents should note that such excused absences are granted only for the experience in question, not for subsequent classroom work related to the experience.

**Student Record and Information Policy:** A student's permanent record may be inspected by the student or a parent who has signed the student's financial responsibility form. Information considered to be inaccurate, inappropriate, or misleading may be challenged. However, any changes made will be at the discretion of the Principal.

When a student withdraws and enrolls in another school, St. Xavier forwards a copy of the student's permanent record in response to a request from a custodial parent. This request will not be honored if an adult (age 18 or older) student or his custodial parent has previously objected to the release of the record.

Transcripts will be forwarded to colleges, universities, or other advanced training institutions only at the request of a student or custodial parent. A fee is charged for each transcript sent.

All tuition accounts must be up to date by 5/1/2024 for seniors to receive their grades, diplomas and final transcripts for college and for underclassmen to receive their grades and class schedules for the following School year. Access to Canvas, for purposes of viewing grades, will be restricted after this date as well for any past due accounts. If you have any questions, please call 513-761-7815 ext. 134.

Confidential information in the possession of the School is forwarded to another school, governmental agency, or individual only with the written consent of the parent or adult student or in response to a subpoena or other binding governmental order. The School's ordinary practice is to destroy such materials, with the exception of semester grades, within the student's official file approximately one year after a student has left the School.

Throughout the year, the School maintains websites, releases news stories and issues enrollment materials, magazines, flyers, and other publications. These sometimes include photographs intended to present the students and the School in a positive light. By signing their consent to be governed by the terms of the Student Handbook, a parent/guardian gives permission to the School to use their son's name and/or picture in this way. If any parent does not wish a student's name or picture used in this way, the parent must notify the Development Office.

When requested by the School, or in other appropriate circumstances, it is the responsibility of parents to present to the Principal's office accurate documentation of parental custody rights and responsibilities.

**Co-curricular Eligibility:** St. Xavier follows the guidelines of the Ohio High School Athletic Association with regard to eligibility for athletics. The School also follows these guidelines for participation in all other co-curriculars except those of a religious or service nature. A student, therefore, must have received passing grades in five major academic subjects to be eligible for the next grading period. The grading period, as defined by St. Xavier High School, is a quarter. The School, however, does reserve the right to exclude a student from participation in these activities when the School determines that his academic situation warrants it, even though he may be eligible according to OHSAA standards. See pages 32-33 for additional information on co-curricular eligibility. A student who is absent from School after 10:00 a.m. may not participate in co-curricular activities that day or evening.

**Good Student Discount:** If a family's car insurance has a provision for a "good student discount," a student with an average of 83 or higher should bring the application form to the Principal's Office to have it completed.

**Final Recourse:** The Principal is the final recourse in academic matters and reserves the right to interpret and apply any and all regulations in his or her discretion.

## **SAFETY AND SECURITY**

Safety at St. Xavier High School is a paramount interest. Students are required to be silent during the duration of emergency evacuation, tornado, lockdown and other safety drills. Cameras monitor public areas and are used to investigate incidents after they occur. Visitors, in general, and parents who arrive to pick up their sons will be required to show a valid picture identification (e.g. driver's license). If the School is in a lockdown or other emergency status, visitors will not be permitted on campus. St. Xavier High School regularly conducts emergency drills and is N.I.M.S. certified by the Federal Homeland Security Agency.

## **ATTENDANCE POLICIES**

Regular and punctual attendance at School is expected and required. When a student is absent or tardy, his parent or guardian is expected to notify the School by 8:30 a.m. to explain the absence or tardiness by calling the attendance line (513-761-7815 press 1) or emailing [attendance@stxavier.org](mailto:attendance@stxavier.org). The procedure is to be followed on exam days and special-event days as well as regular School days.

**Excused Absences:** Absences due to illness, injury, serious illness or death in the family, attendance at a funeral, a medical appointment that could not be made outside School time, a driver's test, a transportation emergency, or a court appearance are excused by parental note or telephone call. **If the note or call is not received by the Dean of Student's office the absence will be treated as unexcused.** Student absences because of field trips, retreats, and School-sponsored activities are recorded as excused absences from class.

**Foreseeable absences:** If student is planning on being absent from school for a special (family, religious, educational, civic, cultural, or athletic) event, his parent or guardian must notify the School (using the attendance contacts identified above) and the student must inform his teachers **at least one week prior to the planned absence.** If the parent and student do not meet these obligations, the absence will ordinarily be treated as unexcused.

NOTE: Absences in this category are **strongly** discouraged. Though the student is permitted to make up class work, classroom time cannot be replaced, and there should be no expectation of special assistance with class material. Students are to make reasonable arrangements with their teachers for all missed work. In the case of a foreseeable absence, all arrangements for makeup work must be discussed with the teacher beforehand.

**Foreseeable Absences on Exam Days:** In order to preserve the integrity of the exams and to reduce the extra work required by teachers and staff, absences are ordinarily not permitted on exam days. At the discretion of the administration, exceptions may be made for situations or events beyond the control of the student or his family. Exceptions will not be made for travel.

**College Visits:** Juniors and Seniors may be granted excused absences for college visits. The procedure to be followed is the same as the foreseeable absence procedure identified above. Excused absences for college visits will not be granted after May 1. Keep in mind our excessive absence policy found below.

**Unexcused Absences:** The following types of absences are not excused: employment, non-family vacations, excessive college visits, private study, foreseeable absences for which the above procedures were not followed, truancy. Any evidence that the reason offered for an absence is untruthful or misleading renders the absence unexcused.

Teachers are not required to provide makeup work in the case of an unexcused absence and any missed work will ordinarily be given a grade of zero. Disciplinary action will be taken by the administration.

**Unexcused Absences During Exams:** Unexcused tardiness on exams days will be handled as follows:

1. If a student arrives while an exam is still being administered, he will only have the remaining time in that period to complete the exam. He will receive no additional consequences.
2. If a student misses an exam, he must make arrangements to take the exam the same day. He will receive **three jugs and three demerits**.

If a student is unable to make up the exam in the same day, it will be treated as an unexcused exam absence, resulting in a grade of zero for the missed exam.

**Excessive Absences:** If a student is absent from class more than seven times in a quarter, or more than nine times in a semester, the student may have his grade reduced or lose academic credit. This applies to any combination of excused absences and unexcused absences.

If a student is absent over 12 days in a semester, excused or unexcused, the School may require the student to withdraw.

**Tardiness:** Students are expected to be on time and to make transportation arrangements that will guarantee their punctuality. Ordinarily the only reasons that excuse tardiness are appointments or illness. Unexcused tardiness, including oversleeping and traffic, will be handled in the following 3 categories:

1. Arrival between 8:00-8:30 a.m.: Starting with the third occurrence within a quarter, a student must serve a Jug each time he arrives after 8:00am and before 8:30am.
2. Arrival after 8:30 a.m.: If a student arrives to School after 8:30 a.m. he must serve a Jug. This policy remains in effect even if School is on a late start schedule or if the student has first period free.
3. Arrival after the conclusion of first period: If a student misses an entire class period due to unexcused tardiness, it will be treated as skipping class (3 Jugs) and an unexcused absence from class (zero on missed work).

**A student who is late for School must report immediately upon arrival to the Assistant Principal's office.**

**Co-Curricular Participation:** In order to participate in a School-sponsored activity on a school day, a student must be present at School the same day by 10:00am and remain in class through the end of the school day. Exceptions (doctor's appointment, funeral, court appointment) must be approved by the Dean of Students.

**Early Dismissals:** If a student needs to leave School early during the school day, please follow the procedure outlined below:

- Have the student bring in a note to the Assistant Principal's office **UPON ARRIVAL TO SCHOOL**. This note should include the time the student will be picked up and the name of the person who will be signing them out of School.
- The student is required to check-out from the AP Office or the Nurse's office at the time of dismissal.
- If the early departure is for only part of the day and the student returns to School, he must sign in at the Assistant Principal's office upon returning. The student will receive a re-admit-to-class slip.

We realize that there are times when a parent or guardian may forget to send in a note or didn't know the student needed to leave School early until after he left for School. If this happens, the student's parent or guardian should send an email as soon as possible to [attendance@stxavier.org](mailto:attendance@stxavier.org) or call 513-761-7815 ext. 1 and relay the information.

# DISCIPLINARY NORMS

The St. Xavier norms of conduct presuppose every student's desire for "excellence in all areas of life." The underlying rationale is not one of legalisms, punishments, or discipline for discipline's sake. Rather, it is one of fundamental and abiding respect for persons, respect for property, respect for authority, respect for the mission, principles and objectives of the School, and respect for the academic, religious, cultural, and social environment within which every member of the St. Xavier community must function. No list of norms can cover every conceivable situation; hence, the implicit standards of conduct to which St. Xavier students are called are common sense, mature judgment, and Christian charity.

**General Conduct:** Students are expected to respect the learning atmosphere of the School, to cooperate with School personnel, and to carry out the directives of those in authority

- while on St. Xavier property,
- at any event related to St. Xavier on or off campus, and
- at any event sponsored by another Catholic School in the Archdiocese of Cincinnati.

Students who feel they have a just complaint may present their case to the Dean of Students.

**Dress Code:** Students are expected to be neat and clean at all times and to dress in a manner that indicates that they are involved in a serious learning endeavor. The dress code is in effect on all School days from the moment a student enters the building until he leaves (except when one is actively engaged in athletics). If any question should arise as to what is appropriate, the Dean of Students is the judge.

**Student Photo ID:** Students must wear the student photo ID in a place that is ALWAYS VISIBLE. The student photo ID must be completely intact and in good condition. The Assistant Principal's office will issue a temporary ID if a student misplaces or forgets his ID. For every temporary ID issued after the third the student must serve a Jug. In the event a student loses his ID, he must purchase a replacement ID for \$10.00 in the library.

**Shirt:** A properly fitting shirt with a collar and sleeves must be worn. Mock turtle-neck shirts are not permitted. Shirts must be tucked into the slacks.

**Slacks:** Conventional, properly fitting long trousers must be worn. Denim pants, overalls, sweat pants, warm-ups, elastic-waisted pants, cargo pants or pants with a drawstring waist are prohibited. The top of pants must be worn at the waist. All students must wear belts.

**Socks:** Socks must be worn at all times.

**Shoes:** Closed-toe, conventional footwear must be worn. Military-type boots, flip-flops, sandals and slippers are prohibited.

**Prohibited Items:** The following are not acceptable at School: pajamas, garments with hoods and/or single front pocket; military apparel; clothing with writing of an obscene or suggestive nature; clothing that promotes tobacco, alcohol, or other drugs; sunglasses; hats and hoods in the building; soiled, frayed, torn, or tattered clothing; wallet chains; body piercing other than the lower ear lobe.

**Facial Hair:** Students must be clean-shaven at all times; beards, mustaches, and sideburns that extend below the ear are not permitted.

From time to time, the administration may announce alternate dress codes for special occasions. Listed below are two types of alternate dress codes:

1. Formal Attire Dress Code: Students must wear slacks with a proper dress shirt and a tie. Dress Shoes must be worn. Students are not permitted to wear any sweatshirts or outerwear.
2. Spirit Wear Dress Code: Students may wear a visible **St. Xavier** t-shirt or sweatshirt (including hoodies) from the bookstore, club, or athletic team. Sweatpants, jeans and shorts can be worn on this day. *Students not wearing an appropriate and visible St. Xavier t-shirt or sweatshirt will need to dress according to the regular dress code.* Regular dress code rules regarding shoes, socks, and prohibited items still apply.

**\*\*\*Shorts can be worn ONLY when determined appropriate by the administration\*\***

**Use of Facilities:** Student ID's provide student access to the facilities on weekdays from 5:30 a.m. to 6:30 p.m. No student is permitted inside the building on weekdays after 6:00 p.m. or on weekends unless he is accompanied by a teacher, moderator or coach. All doors are to remain locked with the exception of the front door when attended. Parents and visitors must enter through the front entrance and register at the Welcome Desk. **Propping doors threatens School security and is strictly prohibited.**

Students may not be in places where they cannot readily be seen. Students are not permitted to use any athletic facility unless there is an assigned adult prefect present (weight room, gyms, etc.). Students are not permitted in non-gym class related locker rooms between 9:00 a.m. and 3:05 p.m. on School days, unless a coach has given them explicit permission to be there. Students must keep clean any area they utilize.

**Off-Campus Conduct:** Although the School cannot assume responsibility for a student's conduct when he is outside the School's jurisdiction, students should remember they represent and are responsible for the good name of St. Xavier High School that at all times. A student involved in off-campus conduct prejudicial to the reputation of the School is liable to severe disciplinary action, as if the conduct occurred on School property.

Students guilty of misconduct on buses, as judged by the bus operator or the Dean of Students, are subject to School discipline, including suspension and termination of bus transportation.

Students are not to visit other schools except at times when the other schools are open to the public or when special arrangements have been made for student visits.

**Cars and parking:** Students who drive must park in the area of the School parking lot designated for students and in their assigned spot. **All cars parked on School property must have a campus permit for the current year on display.** The following consequences will be imposed for parking in an unassigned spot and/or not displaying the campus permit:

First Violation:	1 Jug and 1 Demerit
Second Violation:	2 Jugs and 2 Demerits; Parental Notification
Third Violation:	Loss of parking spot

The Springfield Township Police Department has the authority to issue citations and remove cars parked in fire lanes on St. Xavier property.

Speeding or negligent or reckless driving to and from School related events or on School property will not be tolerated; violators will be sternly disciplined, and the School reserves the right to suspend a student's privilege of driving on campus. The service driveway that leads to the back field is OFF LIMITS AT ALL TIMES for driving on by students. This driveway is clearly marked "SERVICE VEHICLES ONLY."

Students are not permitted to drive or sit in cars during the School day. They are not to loiter in or around the parking lot. Tampering with parked cars is a serious offense. If a student needs to get something from his car, he must notify the staff member at the Welcome Desk when exiting the building and check back in at the same desk within a few minutes.

For security reasons, students are asked to lock all car doors. St. Xavier is not responsible for any theft or damage to cars or their contents parked on School property.

**Closed Campus:** Students are not permitted to leave the School grounds during the School day without the specific permission of the Dean of Students. Students from other Schools are not permitted on St. Xavier property during the School day unless special arrangements have been made in advance. Visitors from commercial messenger services will not be admitted to the School.

**School Building and Grounds:** Students are expected to respect School building and grounds. No balls or other objects are permitted to be thrown against buildings and structures or in hallways, lobbies and classrooms. Students are responsible to fully compensate St. Xavier High School for any property damage. Students should not play sports in the building or on the fields except when a prefect is present.

**Signage:** Any signs posted in the building must be approved by the Director of Student Activities. Once approved, the Director of Student Activities will put a stamp on the flier. Any signs appearing without the stamp will be removed. Please do not use cellophane or duct tape when hanging signs, and avoid areas where damage to wood work or painted walls may occur. Signs should be removed after two weeks.

**Free Periods:** During their free time students may use the library, first floor computer lab, learning center, intramural gym lobby or study hall for academic purposes and the cafeteria, fitness/weight room and courtyards. They may consult with a teacher, counselor, moderator, or coach. The following areas are prohibited during free periods: gymnasiums, parking lots, natatorium, and the wooded areas on the campus. Skateboards are not allowed on School property.

**Absent Teacher:** Should a teacher not appear at the beginning of any class, one student should go to the Principal's office while the others remain in the classroom. Departures from the class without authorization will be considered skipping class.

**Lockers:** The School will not accept responsibility for a student's books, electronic devices, or other personal property. Books and other belongings are to be kept in the lockers; the lockers are to be kept locked at all times. Students that leave their belongings unattended somewhere other than their locker will receive a Jug.

To prevent disturbances to classes, students should not go to their lockers while classes are in session except in the case of an emergency. Students should report broken locks/lockers to the Assistant Principal's office. All lockers must have a lock on them and be locked. Only those locks provided by the School may be used on School lockers. Tampering with another's locker is a serious offense.

Lockers are the property of the School, and the administration reserves the right to search any locker and its contents at any time.

All sports equipment must be kept in a locker. A student may not use sports equipment in the School building unless supervised by a coach or teacher.

**Library:** The student library is open on class days from 7:30 a.m. to 4:30p.m. (3:30p.m. on Fridays). The library is for researching and studying. Strict silence is to be observed in the library at all times. Copies of complete library rules are posted in the library. Fines are imposed for overdue books.

**Cafeteria:** The cafeteria is open on class days from 7:30 a.m. until 3:30 p.m. It is the responsibility of all students to help keep the cafeteria clean. Students are expected to cooperate with the School personnel in charge.

**Food and Drink:** Food and beverages ordinarily may be consumed **only** in the cafeteria, cafeteria annex, gym lobbies, first and second floor theater lobbies, or in the courtyards. Students are permitted to consume food or beverages elsewhere in the building only when a teacher is directly present, has given permission, and is supervising. Under no circumstance should any student eat in any hallway. Chewing gum is forbidden in the School at all times.

Beverages in cups may not be taken from the cafeteria to anywhere else.

Students may not have food delivered from restaurants during regular school hours. St. Xavier High School participates in a commingle recycling program.

**Student Devices:** Our technology usage policy seeks to support our mission in forming young men in relationship with others. Students are expected to follow these guidelines relating to personal electronic devices.

No technology is permitted in the hallways or the chapel during the school day. This includes, but is not limited to: sitting on the floor using your device, using cell phones during passing time, and wearing earbuds while walking.

Technology is allowed for open usage in the cafeteria, cafeteria annex, first and second floor theater lobbies, gym lobbies, and the courtyard.

Technology is allowed, but only for educational purposes in the library, computer labs, study hall room and classrooms during all class periods.

**Hazing:** No form of hazing or initiation into any group or team is permitted. Violators of this policy are subject both to serious disciplinary action and to civil prosecution under Ohio law.

There is no place at St. Xavier for name-calling, verbal threats, or any kind of attempt to harass, embarrass, humiliate, or intimidate another. Behavior that exhibits disrespect for the dignity of another person will result in serious disciplinary action. See also Sexual Harassment.

**Gambling:** No form of gambling is permitted on School property.

**Firearms, Weapons and Explosives:** No firearms, explosives, or weapons of any type or their look-alikes may be brought onto School property or to a School function for any reason. Violators will be subject to expulsion and may be prosecuted under local, state, and federal law.

**Theft:** Theft of any kind is a serious offense to the community. Violators will be **subject to expulsion** and may be prosecuted under local, state, and federal law.

**Substance Policies:** St. Xavier students are not permitted to use, possess, or distribute nicotine, alcohol, marijuana, other drugs, or drug paraphernalia

- on St. Xavier property at any time,
- during school hours, on or off campus
- at any event related to St. Xavier on or off campus, or
- at any event sponsored by another Catholic School in the Archdiocese of Cincinnati.

A student who violates this policy with any nicotine product (including vaping devices), must serve five jugs, will be placed on disciplinary probation, and must participate in a School-administered drug test.

A student who commits a second nicotine offense at one of the locations mentioned above at any time during his career at St. Xavier ordinarily will be expelled.

A student who violates this policy with any alcoholic beverage, illicit drug, controlled substances, (including prescribed medications such as Adderall and Ritalin in a manner contrary to School policies on medications referred to on pages 34-35) intoxicating inhalant, counterfeit controlled substance, or drug paraphernalia ordinarily **will be expelled**. A student who **exhibits any sign** of having consumed any of these substances in any of the contexts listed above will be **subject to expulsion**. If, due to extenuating circumstances, expulsion is not invoked, at the discretion of the School the following or similar consequences will be imposed:

1. Assessment by a certified drug/alcohol counselor recommended by the School; with a written report on the assessment to be filed with the School.
2. Ten days in after-School detention and tendorerits
3. Suspension from attendance at and participation in all School events and activities for one semester;
4. Disciplinary probation for a full year; and
5. Expulsion upon a second violation.

**Searches:** The School reserves the right to search lockers, personal belongings, clothing, footwear, baggage, and cars parked on School property if there are reasonable grounds to suspect that contraband is present. In addition to these searches, and at the discretion of the administration, unannounced canine searches may be conducted throughout the School building and parking lots at various times during the School year.

The School reserves the right to employ a breathalyzer or other monitoring devices on School property, or at any School-related function.

**Drug Testing and Intervention:** St. Xavier High School exhorts students to abstain from **illegal** substances, as they pose great risk to their development. In order to help students refrain from drug use, St. Xavier High School requires all students to participate in our drug testing program.

Every student will be tested in the fall of each school year. After the initial test, students will be randomly selected for retesting throughout the rest of the school year. If the School becomes aware of a student's involvement in a drug-related incident (e.g. signs of intoxication at a School function, possession of vaping device on campus), the School may require the student to complete a drug test at the family's expense.

Drug tests are ordinarily conducted by collecting a sample of the student's hair, sealing it in tamperproof packaging, and sending it to Psychomedics Corporation, a licensed clinical laboratory with expertise in hair analysis. The sample will be identified only by a number. Psychomedics will never know the identity of the person who provided the hair sample. The hair sample will be tested for cocaine, opiates, phencyclidine, amphetamines, marijuana, and Adderall. \*Some rare circumstances (like a lack of body hair) may require using a sample other than body hair (i.e. fingernails or urine).

The Assistant Principal for Student Life will receive the results of all drug tests from Psychomedics. If a student's drug test is negative, no specific notification will be made to the parents or student. If a student's test is positive, the following procedure will be followed:

First positive: The Assistant Principal for Student Life and the student's school counselor will meet with the student and his parents, collaborating with the family to develop action steps to address the student's drug use. The student will be required to attend professional counseling, and the family will need to sign a release granting permission for the school counselor and professional counselor to share information. The student will be required to complete a follow-up drug test every 90 days at the family's expense until two consecutive tests yield negative results. The family will acknowledge in writing that any further positive test during his St. Xavier career will result in disciplinary action. A second semester senior who tests positive will ordinarily lose the following privileges: off-campus privilege, attending senior prom, attending Music Fest, and participating in his graduation ceremony.

**Second Positive:** If a student tests positive a second time at any point during his St. Xavier career, the Assistant Principal of Student Life will inform the Dean of Students and the student will be placed on a disciplinary contract. The contract will establish that **any further positive test will result in expulsion**. The contract will also mandate action steps to address the substance abuse (i.e. seeing a drug counselor) and follow-up drug testing (paid for by the family) every 90 days for the rest of the student's St. X career. The student will ordinarily be removed from leadership positions and prohibited from participating in co-curricular activities for six months. If a student already has other significant documented disciplinary issues or failed to participate in the required steps after his first positive test, he may be expelled after the second positive test.

If a student presents satisfactory evidence that a medical prescription accounts for a positive test result, no further action will be taken and it will not be considered a "positive" test in terms of the process identified above.

**Self-Referrals:** If the student or his parent recognizes that there is a problem and brings it to the attention of a St. Xavier administrator or counselor, every effort will be made to assist in the solution of the problem, either through our own resources or through referral to an outside agency or treatment program. The family can count on complete confidentiality. Self-referrals prior to a scheduled drug test do not grant the student immunity from participating in the drug test or from the consequences of a positive test (see above). If a student or family discloses substance abuse after a substance related issue or positive drug test, the student is still subject to the consequences explained above.

**Jugs and Demerits:** Those who violate School or classroom disciplinary norms are subject to after school detention ("Jug"). Students who are jugged must report to the Dean of Students by 3:10 p.m. **A Jug is to be served the day it is assigned.** Conflicts may ONLY be rescheduled through the Dean of Students office. A student who skips Jug for any reason incurs an additional three jugs and three demerits. For every misconduct punishable by Jug, the student receives demerits at the discretion of the Dean of Students. **Students who incur twelve demerits in a semester or twenty in a year are subject to expulsion.** Listed below are some types of misconduct and the demerits normally assigned:

Classroom misconduct	1
Dress Code violation	1
Boisterous, rowdy	1
Not prepared for class	1
Tardiness for class	1
Littering	1
Unlocked locker	1
Failure to check in (tardy) or out (early dismissal)	2
Obscenity	3
Forgery	3
Dismissal from class	3
Skipping class or assembly	3
Dishonesty	5
Fighting	5
Leaving campus	5
Smoking, nicotine use	5
Reckless driving	5
Bus misconduct	5
Disrespect	5
Skipping mandatory prayer services and/or Mass	5
Truancy	8

The above list is a guideline, and is not an exclusive list of misconduct. Punishments may be altered or adjusted depending on the individual case.

Participation in co-curriculars is a privilege. Coaches and moderators may impose additional rules and sanctions at their discretion.

**Suspension:** Suspension is a serious penalty imposed only for serious offenses. While suspended the student may not attend classes or other School functions or participate in co-curricular activities. However, the student is still responsible for class work and assignments. The length and type of suspension may vary in accordance with the seriousness of the offense. If a student is the subject of a criminal investigation, ordinarily he will be suspended until the conclusion of the investigation.

**Probation:** Probation is intended to serve as a formal and serious warning to the student and his parents. During the probationary period the student must be all the more intent upon improving his conduct and avoiding an accumulation of demerits. All decisions regarding probation are at the discretion of the Dean of Students. At the discretion of the Dean of Students, probationary status may include one or more sanctions.

**Expulsion:** The following offenses are grounds for expulsion:

1. Conduct, whether inside or outside School, that is detrimental to the reputation of the School.
2. Conduct detrimental to the well-being, health, or safety of others (e.g. bomb threats, false fire alarms, tampering with fire equipment, possession of any kind of weapon or explosive or their look-alikes, physical or verbal abuse of another).
3. Misconduct by a student who has been previously placed on probation or suspended.
4. Twelve demerits in a semester or twenty in a year.
5. Theft or vandalism of School property or the personal property of others.
6. Possession, distribution and/or sale of material harmful to minors.
7. Conduct inconsistent with the philosophy of the School or the School's mission, principles or objectives.
8. Possession or use of alcoholic beverages, drugs, drug paraphernalia or counterfeit drugs at School or at School-related events.
9. Multiple positive results on school administered drug tests. (See drug testing on pgs. 23-24.)
10. Defiance, disrespect or insubordination.
11. Serious computer violation.
12. Harassment

**Due Process:** For situations that could possibly lead to expulsion for disciplinary reasons, St. Xavier has a due process procedure involving notice of the charges and evidence, an opportunity for a review by the Disciplinary Board, and the right to appeal an unfavorable decision. At the time of the serious disciplinary problem, the student and his parents are given information about due process. Representation of the student or his parents by legal counsel or other advisors is not permitted at any stage of the disciplinary process.

Expulsion from St. Xavier High School is permanent. Once a student has been expelled, he will not, under any circumstances, be considered for re-admission.

The Principal is the final recourse in disciplinary situations and reserves the right to interpret and apply any and all disciplinary rules in his or her discretion.

### **Mission Probation and Withdrawal**

If a student or his parents/guardians behave in ways that hinder St. Xavier from pursuing its mission, principles, objectives, or disciplinary norms, the Principal may determine that St. Xavier is not an appropriate venue for the student to continue his education. In that event, the Principal will place the student and his parents/guardians on probation. This probation is a formal and serious warning to the student and his parents/guardians that such behavior is not consistent with an intention to remain a part of the St. Xavier community. If the Principal determines that the behavior does not improve satisfactorily, the Principal may require the student to withdraw. The student and his parents/guardians may appeal this decision to the president. Such behavior includes, but is not limited to:

1. Lack of respect for the academic, religious, cultural, and social norms of the School;
2. Lack of respect for School employees;
3. Lack of respect for School property;
4. Hindering School employees from discharging their duties; or
5. Refusal to accept the required School curriculum or to attend or participate in class discussion, assignments, or other required School events.

# ELECTRONIC DEVICES

St. Xavier High School encourages the use of electronic devices (laptops, tablet PCs, other tablet devices such as iPads, smart phones and other smart devices) to assist students in their education. St. Xavier encourages the use of electronic devices as a tool for learning not as a toy. St. Xavier provides an open GUEST wireless network that these devices can connect to while in the building.

## Rules for Use on Campus:

- Use of electronic devices in a classroom is for educational purposes only and is at the discretion of the classroom teacher. Use in the library is at the discretion of members of the library staff. Students may not use electronic devices in the Chapel except with permission from the supervising faculty member.
- Use must be in a manner consistent with the mission of the School. Forbidden uses include depictions of violence, pornography, or vulgarity; bullying, threats, or demeaning remarks or images to or about the School or other persons; and disrespect for the intellectual property of others.
- Students may not record audio or video of classroom instruction or any other School activity (excluding public sporting events) except for an educational purpose with written permission of a teacher.
- Students must always use their electronic devices in conformity with the instructions provided by their teacher.
- Students cannot use the internet and/or mobile apps in an academically dishonest manner.
- Bandwidth in the GUEST network is limited and is reserved for educational purposes during the class day. The School may restrict bandwidth use by any individual if the School deems that use to be burdensome to the network.
- The School may restrict a student's use of electronic devices on campus if the School finds that the student's use impairs his personal interactions with others, isolates him socially, or hinders him from focusing attention during classes, meetings, or practices. This may include temporarily confiscating a student's device when he violates the rules for on campus use.
- To conserve bandwidth for classroom use, no personal video streaming is permitted between 8:00 a.m. and 3:05 p.m. on class days except with the permission of a teacher. Personal video streaming of material consistent with the mission of the School is permitted before 8:00 a.m. and after 3:05 p.m.
- During classes and meetings, devices must be configured so that alerts and alarms are not audible and sound cannot be heard by anyone except the user. Alerts and alarms at low volume are permitted at other times.

The School is not responsible for the security or functionality of any electronic devices or their ability to connect to the wireless network. The School strongly encourages students to keep these devices on their person or in a secure location at all times. The School is not responsible for the loss, theft or damage to any electronic device, including the loss of any data stored on a device.

Consequences for violations of this policy may include Jugs/demerits and, for repeated offenses, disciplinary probation and restriction from use of personal electronic devices on campus. **St. Xavier High School reserves the right to inspect data stored on student-owned electronic devices if there is reasonable suspicion of a violation of School rules or illegal activity.**

St. Xavier High School reserves the right to impose consequences for inappropriate use of technology that takes place off campus and outside School hours. Thus, inappropriate use of technology (for example, on a home computer), whenever or wherever it occurs, may subject the student to consequences. Inappropriate use is determined at the School's discretion, and includes harassment; improper use of School name, emblems or logos; improper or offensive remarks or images directed to or about teachers, staff or students; safety threats of any kind; any communication which could have the effect of damaging the School's image or reputation, or any other improper or offensive communications.

# COMPUTER USE POLICY

St. Xavier High School provides network access to enhance students' technological capabilities and to support achievement in academic courses. Use of the network is a privilege, not a right, and will be withdrawn if abused. Student access of any network services is strictly limited to educational purposes. All computer use must comply with local, state and federal laws and with School policy. A student who thinks that his computer activity might be interpreted as inappropriate should consult with a member of the computer staff before proceeding.

The following activities are forbidden on the St. Xavier Computer Network:

1. Making any attempt to access the operating system or to circumvent or subvert system security.
2. Using the network or e-mail service to harass, threaten, or inconvenience others.
3. Making any attempt to access sexually explicit material or material that promotes violence, racism, sexism, substance abuse, or any other topic inconsistent with the Catholic Jesuit principles of the School.
4. Entering the files and /or accounts of another person without specific permission of the computer staff.
5. Abusing or damaging any computer equipment or removing equipment from the computer center.
6. Attempting to introduce computer viruses or destructive or nuisance programs.
7. Illegally installing or making copies of copyrighted software or unauthorized downloading of licensed and/or copyrighted material, software or images.
8. Accessing or copying another's files or accessing any material that could be used in an academically dishonest manner.
9. Utilizing the computer or network to perform, or aid in the performance of, any illegal activity.
10. Use of other networks to cause or create a significant risk of on-campus disruption.
11. Using inappropriate or offensive language within electronic messages generated on the network.
12. Accessing, or attempting to access, web sites that provide fraudulent academic services (i.e. term papers or book reports to be plagiarized).
13. Use of the network for financial gain, political gain or commercial transactions or activities (i.e. purchasing goods or services).
14. Misrepresenting your identity, or another person's identity, within the network (i.e. allowing another student to use your user name and password, or using another student's user name and password, to access the network).
15. Providing personal information, or the personal information of another person, over the network (i.e. name, address, School or telephone number or other identifying information).
16. Use of the network to encourage the use, sale, or distribution of controlled substances or material harmful to minors.

All computer files, accounts and network activity are subject to monitoring and review by the computer staff. All individual network activity, including the Internet, is actively logged and archived. All e-mail and web postings (sent or received) are subject to review by the School. Internet accounts will be revoked for those who violate this Policy or the educational intent of internet access. If any user violates the terms and/or provisions of this Policy, the person's access to the computers and network will be denied and the person may also be subject to further disciplinary action in accordance with the Student Code of Conduct and/or Board policies of St. Xavier High School. Furthermore, inappropriate use of the School network may be prosecuted under local, state and federal laws.

The following conditions will be applied to a student's personally owned electronic device(s) while in their possession on St. Xavier School property or at any School sponsored event:

1. St. Xavier High School will not be held liable for any damage that may occur as a result of connecting to the School's Wireless Network or any electrical power source.
2. St. Xavier High School will not be held responsible for any physical damage, loss or theft of the personally-owned device.

3. The St. Xavier Wireless Network will provide filtered internet access and related web-based services only.
4. St. Xavier High School reserves the right to inspect, at any time, any personally-owned device while connected to the St. Xavier Wireless Network. Any other inspection of any personally-owned device is subject to the requirements set forth in the Student Code of Conduct.
5. Personally-owned devices will only be connected to the St. Xavier Wireless Network or personal internet service at designated locations.
6. Student use of personally-owned devices in the classroom setting will be at the discretion of the classroom teacher.
7. Persons connecting personally-owned devices to the St. Xavier Wireless Network agree to maintain current anti-virus software enabled on their computers.
8. Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, and engaging in illegal activity are strictly prohibited.
9. The parents and/or guardians of any student bringing personal technology to School agree to be responsible for and to reimburse St. Xavier High School for any damage that their student may cause arising out of and relating to the use of the St. Xavier Wireless Network with his/her personally-owned device.

## **INTERNET ACCEPTABLE USE POLICY**

**General Information for Internet Users:** St. Xavier High School provides network access to enhance students' technological capabilities and to support achievement in academic courses. Student use of the School's computers and network for internet access and other activities in the School are strictly limited to educational use and are teacher supervised and monitored. In keeping with the mission of St. Xavier High School to assist in the formation of leaders and men for others through rigorous college preparation in the Jesuit tradition, the School will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

**Account Information:** For the purposes of this document, "student personal accounts" means student internet, email or messaging accounts not assigned by the School. Also, for the purposes of this document, "adult" means administrators, faculty and staff members, parents, volunteers, and other School-affiliated persons and does not include students who are 18 years of age or older.

Student and adult access of the Internet with either School accounts, School-sponsored accounts, or personal accounts in the School setting is strictly limited to educational purposes. In cases where remote access using a School account or School-sponsored account is available, the access is still limited to educational use. Acceptable use is subject to the requirements of the Children's Internet Protection Act (CIPA) and may be further governed by the policies of St. Xavier High School and the Internet service provider.

**School Intent:** It is the School's intent to ensure educational use, address security and discipline issues, supervise and monitor student access, guard against the access of objectionable material through School technology, and comply with all technology protection measures of the CIPA. The School shall take measures to help provide for the safety and security of minors if using electronic mail, chat rooms, and other forms of direct electronic communications through School technology. The School shall forbid and take measures to prevent unauthorized disclosure, use, and dissemination of personal information regarding minors.

**User Responsibility:** Each user is responsible for all the information that is sent and received under his/her personal account and/or School account. Passwords are to be guarded and not displayed or shared with others. In addition, the user must strictly adhere to the copyright laws. The use of School technology or facilities for unethical and/or illegal activities will not be allowed. Unauthorized access to the School's computers, network or other assets is strictly forbidden. Internet privileges will be revoked for those who violate the educational intent of internet access.

All computer use must comply with local, state and federal laws, and with School policies as well as conditions of CIPA.

**Disciplinary Action:** All School computer files and accounts are subject to monitoring and review by the information technology staff and School administrators. All individual activity on the School network, including the internet, is actively logged and archived. Internet accounts will be revoked for those who violate this policy or the educational intent of Internet access. Any inappropriate use of the School network will result in serious disciplinary action and may be prosecuted under local, state and federal laws.

**Note:** St. Xavier High School reserves the right to modify this policy as needed.

## SCHOOL COUNSELING

The School Counseling Department provides student services to the St. Xavier High School student population. The responsibility of the school counselors is to assist students with their educational, cognitive, emotional, and social development. Upon enrollment at St. Xavier, students are divided alphabetically among the counselors and receive support all four years of their high school experience.

The school counselors are professionally trained educators who work in the best interest of each student. The school counselors provide both direct and indirect services to students including, but not limited to the following: individual meetings, small groups, classroom visits and support groups. They monitor progress reports and failures, and see students at the request of teachers, parents, or students themselves. Professional guidelines of confidentiality are maintained in the student-counselor relationship.

In addition to the School Counseling Department, St. Xavier has a school psychologist that works in conjunction with the school counselors to assist with individual student needs. The school psychologist collaborates with various departments to address the impact of mental health on learning.

In partnership with Cincinnati Children's Hospital, St. Xavier also has clinical providers in the school to help meet the mental health needs of the students. These clinical providers are Licensed Professional Clinical Counselors or Licensed Independent Social Workers that provide mental health counseling to students during the school day. Referrals for this service come from the school psychologist and/or school counselor.

## COLLEGE ADVISING

The College Advising Department provides student services to the St. Xavier High School community with the focus on higher education planning.

Beginning in the junior year and continuing throughout the senior year, college advisors work closely with students through college investigation, selection, application, and matriculation. During the second semester of the junior year, all students and their parents are invited to participate in an individual college planning conference with the student's assigned advisor. Junior and senior students and parents will receive a monthly e-newsletter, *College Connection*, from the College Advising Department which includes pertinent updates and timely information. Various programming, such as the College Essay Review Day & Application Bootcamp, as well as several parent programs throughout the year, are additional ways to support the college planning instruction.

Testing: As part of the college advising program, students have access to the following tests:

- Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)
- Practice ACT
- American College Test (ACT)
- Scholastic Aptitude Test (SAT)

## MISCELLANEOUS

**Spirit Shop:** The Spirit Shop offers an assortment of St. Xavier spirit wear and accessories, gym uniforms, and school supplies. You may also shop online via [www.stxavier.org](http://www.stxavier.org). Class rings and graduation announcements, and caps and gowns are also handled through the Spirit Shop. Hours are typically 7:45 a.m. to 3:15p.m. on regular class days, 7:45. To 12:00 p.m. on exam days, and as posted on the website. AMEX, VISA, Mastercard, Discover, Apple Pay and Cash are accepted. There is a \$5.00 minimum for credit card purchase.

**Cafeteria:** The student cafeteria offers meals and short-order foods as well as beverages and snacks. Some items are available before school. The cafeteria is staffed and operated by an independent caterer.

**Jobs:** From time to time, employers seeking part-time student help and/or summer help inform the School of their needs. These jobs are advertised on the Dean of Student's bulletin board.

**Lost and Found:** The lost and found is located in the AP office. Students finding property should turn it in there. Those who have lost property should check the lost and found before presuming that an item has been stolen.

# **PROHIBITING HARASSMENT/DISCRIMINATION POLICY FOR EMPLOYEES AND STUDENTS**

It is St. Xavier's policy to afford all students an educational environment that is free from all forms of sexual, racial, religious, age (as defined under applicable federal and Ohio law), disability, or national origin harassment or discrimination, as required by law. Such misconduct should be reported promptly, regardless of who originates it or participates in it, and regardless of whether it is oral, written, visual or physical conduct. If found to have occurred, such misconduct will result in corrective action that St. Xavier determines is an appropriate resolution of the matter. The corrective action against an offending student could range up to and including expulsion. If the School has reason to believe that the conduct is a violation of law, then the conduct will be reported to the appropriate governmental authority.

## **1. Reporting Procedure**

Any student who is the object of any such conduct or who observes any such activity should immediately report the matter to his counselor, St. Xavier's President, Principal, Assistant Principal, Dean of Students or any other member of St. Xavier's faculty or staff.

## **2. Investigation/Disciplinary Action**

Each reported matter will be investigated promptly by St. Xavier. After the investigation has been completed, a determination will be made by St. Xavier. Appropriate corrective action, up to and including expulsion from St. Xavier will be taken, as St. Xavier deems to be the proper resolution of the matter.

## **3. Explanation of Sexual Harassment**

Sexual Harassment includes unwelcome: sexual advances (verbal, written, or physical), requests for favors and other verbal or written and/or physical conduct of a sexual nature, particularly when:

- a) Submission to or rejection of the conduct is used as a basis for evaluating student performance for grading or other purposes;
- b) The conduct has the purpose or the effect of substantially interfering with the student's performance or creating a hostile or offensive educational environment; or
- c) Submission to such conduct is made, explicitly or implicitly, a term or condition of instruction, or participation in School activities.

The existence of sexual harassment may depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. In any case, however, dating or sexual relationships between students and employees, adult volunteers or coaches is prohibited. While it is not possible to list all examples of all conduct that may constitute sexual harassment, the following non-exhaustive list sets forth some conduct which, if unwelcome, may constitute sexual harassment:

- Sexual jokes or offensive sexual language.
- Sexual references.
- Verbal harassment of a sexual nature.
- Subtle or direct pressure for sexual activity.
- Physical contact such as touching, patting, pinching, rubbing or squeezing.
- Leering at or ogling or other sexual references or comments about a person's body, appearance or clothing.
- Seeking sexual attention with implied or explicit threats or rewards.
- Displaying pictures or objects that have women and/or men as sexual objects.

Using and insisting upon good manners, professional behavior and the exercise of good sense will go a long way in avoiding and preventing the inappropriate conduct covered by this policy. Any incident which runs afoul of this policy, it should be reported immediately. St. Xavier, however, emphasizes that while this policy sets forth its goals of promoting a workplace and educational environment that is free from harassment or discrimination, this policy does not limit St. Xavier's ability to take corrective action for conduct which St. Xavier determines is inappropriate or unacceptable, regardless whether that conduct violates this policy.

## RELIGIOUS AND SOCIAL AFFAIRS

Though St. Xavier welcomes students of all religious persuasions, the School remains Roman Catholic and more specifically, Jesuit in philosophy and orientation. Therefore, requirements in the area of religious education are the same for non-Catholics as they are for Catholics. These requirements include fulfillment of academic credits (see pages 13-14), participation in the retreat programs, attendance at liturgical celebrations and religious assemblies which are held periodically for the entire School community, and a public morality which brings credit to the individual, his peers, and the School.

The School believes that religious education is an integral part of the education process and that the programs offered are such as to benefit the spiritual development of any young man, regardless of his religious affiliation.

**Campus Ministry:** The campus ministry staff, with help from other faculty and students, coordinates retreats, masses, and other liturgical celebrations, and daily prayer (the Examen and Finding God in All Things meditations). Pastoral counseling for individual students is also provided.

**Mass and Sacraments:** To afford students, faculty, and staff members of the St. Xavier community the opportunity to attend the Eucharist regularly, Masses are scheduled during Flex Time, before school, and all-school masses during holy days of obligation and special feasts unique to St. Xavier High School.

Communal reconciliation services are held during the Advent and Lenten season; the Sacrament of Reconciliation is available in connection with these services, and may be scheduled by contacting any of the Jesuit priests on staff.

**Retreats:** The School recognizes the importance of the retreat experience and therefore gives it high priority. Freshman participate in the Emmaus Retreat, which is a three-day retreat. Sophomores experience a sacramental awareness-style retreat, which is selected from a variety of styles, lengths, and themes. Juniors attend either the Montserrat retreat, an Ignatian-themed retreat conducted by the Jesuit Spiritual Center in Milford, or the Men-for-and-with-others retreat, which is based out of St. Vincent de Paul's Ozanam Center. Seniors are offered the Kairos Retreat, which is an extended overnight retreat and/or they may select an outdoor adventure style retreat, and/or a quiet/contemplative style retreat. These retreat experiences are designed especially to meet the needs of high school students.

**Liturgical Celebration:** During the course of the school year, community liturgies are scheduled to celebrate such events as the Mass of the Holy Spirit, Feast of All Saints, Advent, Feast of the Immaculate Conception, Feast of St. Francis Xavier, Ash Wednesday, Lent, the commissioning of the student body, and graduation. At such times the whole School gathers to recognize and celebrate God's activity in our lives. Ordinarily the school will wear formal dress code on all-school liturgy days.

**Mission Collection:** Each week, the entire student body joins together to give to a different local or international organization that is caring for the poor or the marginalized. Collected by homerooms, students see how much they can contribute when everyone pitches in to help.

**Community Service:** Students have a number of opportunities to serve others through organized volunteer activities. While most of these voluntary service activities take place after school and on weekends, some courses have a weekly service component included as part of the course curriculum. Students can help children with their homework, repair homes, serve the homeless, mentor a boy from an underserved community, among many other activities. Despite St. Xavier High School having no service hour requirement, most of our students commit to a year-long service activity.

**Canned Food Drive:** During the month of November and early December, students will go door to door collecting canned goods and donations to give to local food pantries and to individual families in need of a little extra help.

**Service & Immersion Mission Trips:** Each year, 11<sup>th</sup> graders have the opportunity to spend a week of their summer in service to others while learning more about the issues and challenges families face in urban cities and Appalachia. They're able to build relationships with other students and local community members and live simply without the constant connection of phones and social media.

## CO-CURRICULAR ACTIVITIES

All qualified students may try out for membership on sports teams and in co-curricular activities. Membership on teams and participation in activities is at the discretion of the School. The School is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the Athletic Director, or the decision of the moderator, in consultation with the Principal, is final. Ordinarily, the Principal will not intervene in selection decisions. Parents are encouraged to help their children understand that not everyone will be selected.

If a student arrives at School after 10:00 a.m., he will not be eligible for co-curricular activities that day unless his tardiness is excused. Only certain excused absences will be accepted for this purpose (doctor's appointment, funeral, court appointment). A parental note or phone call indicating the student was ill will not be accepted to allow a student to participate in co-curricular activities that day.

**Athletics:** The School sponsors an interscholastic athletics program as well as intramural sports open to all students. St. Xavier is a member of the Greater Catholic League South with Elder, LaSalle, and Moeller.

St. Xavier sponsors seventeen teams in three seasons:

Fall:	football, golf, soccer, cross country, water polo, Rugby 7s;
Winter:	basketball, bowling, hockey, swimming, wrestling
Spring:	baseball, tennis, track and field, volleyball, lacrosse, rugby (Hockey, lacrosse, water polo & rugby are club "pay to play" sports)

All students who meet eligibility criteria established by the Ohio High School Athletic Association ("OHSAA") and Greater Catholic League ("GCL") are welcome to try out for the School's teams.

Eligibility rules pertain to age, enrollment, health, attendance, scholarship, conduct, character, discipline, residence, transfers, and amateur status. No student is permitted to participate in the athletic program without the consent of his parents and an OHSAA physical form on file signed by a doctor.

The athletic department has a special policy regarding substance abuse by student athletes in addition to the School policies. The specifics of the policy can be found in the Parent Resource Guide.

St. Xavier signing ceremonies are reserved for students who participate in St. Xavier sports. If St. Xavier does not field a team sport for which a student-athlete is signing (e.g. gymnastics, ice skating, fencing and skiing) the student-athlete may participate in the signing ceremony.

**Intramurals:** The St. Xavier Intramural Department offers a variety of fun yet competitive activities. The program is designed for those students not participating in a particular sport on the interscholastic level. The intramural program offers league play as well as tournaments with the winners of each division (freshman, sophomore, junior, senior) receiving championship shirts. All students are welcome and encouraged to participate.

**Theatre Xavier (TX):** TX is a coeducational co-curricular activity with participation open to any St. X student as well as to young women from area schools. Each year members of TX stage several productions. TX consists not only of actors and musicians who actually perform but also many persons behind the scenes such as: stage crew, light and sound technicians, makeup and costume crew, student producer, student director, production assistants and the house manager and staff.

**Band:** There are four distinct but related St. Xavier bands: marching band, concert band, jazz band, and percussion ensemble. Members of the band serve three important functions; they develop their own musical talents, they entertain thousands each year during their performances at concerts and athletic contests, and they represent the School at a number of public events and parades.

**Choral Groups:** Two choral ensembles represent St. X throughout the school year: X-Men and Ensemble X. Singers of all experience levels are invited to sing in X-Men, rehearsing in curricular classes and as a co-curricular ensemble. Ensemble X is an auditioned group, rehearsing outside of the school day. Both groups regularly perform and represent St. X throughout the school year in the building and around the Cincinnati community, generally traveling beyond Cincinnati once every two years to perform in festivals, competitions, and other special events.

**Strings and Guitar:** There are two groups that provide opportunities for the strings and guitar players. The Men in Black is open to every student all year and is comprised of violin, viola, cello, bass, and guitar players. Chamber Blues is a select string ensemble for violin, viola, cello, and bass players that will sometimes include guitar. Both groups perform concerts and provide music for a variety of events at St. X and in the community. Both ensembles also compete in national competitions and travel in the US as well as abroad.

**Service Opportunities:** Interested students may sign up for the programs below at the beginning of the year, or check for open spots at any time.

**Afterschool Service:** Students are encouraged to sign up for a year-long service commitment that take place for an hour one weekday afterschool. Open to students of all grade levels, students can volunteer to work with students in underserved areas, people with disabilities, or serve food to those in need. Partnered with Boys & Girls Clubs, students can join the Big Buddies program where they mentor and assist children at the Clubs.

**Big Brothers:** Open to juniors and seniors, students are paired with a 'little brother' who they will take to different activities and events that usually take place on Sunday afternoons.

**Saturday Service:** Once a month on a Saturday morning, participating students volunteer at service agencies throughout Cincinnati. Volunteers help through housing construction, working outside and working with adults with disabilities. Most Saturday Service sites are open to students of all grade levels.

**Hands Across the Campus:** This organization is dedicated to celebrating the cultural differences within the St. Xavier community and the world. In respecting and celebrating our diversity, students also affirm the oneness of our common humanity.

**World Language Honor Societies:** The French, German, Latin, Chinese, and Spanish Honor Societies recognize outstanding students of world languages. Membership is open to third and fourth year world language students who meet certain academic requirements.

**Liturgical Music:** This group provides music for all student-related prayer services and liturgies. This group is open to all students who are interested in music.

**Mock Trial:** The Mock Trial Team simulates courtroom trials in competition with other schools. Students practice and play the roles of defendant, witnesses, attorneys, etc. Students of all four years are invited to participate.

**Student Council:** The council has two main goals: to represent the views of the students to the administration and faculty and to organize and promote a wide range of student activities. The council regularly sponsors events to fulfill the students; spiritual, social, and recreational needs. Dances, mixers, films, pep rallies, gym nights, intramurals, and other events occur as the result of the energy of student council members. All students in good academic and disciplinary standing are eligible.

**NOTE:** St. Xavier High School gives awards to St. Xavier students only. In athletics and band awards are given according to criteria established by the coach or band director. In other co-curricular activities, awards are given according to criteria established by the moderator of each activity.

## **THE MARSHALL L. LOCHBILER, S.J. CHAPTER OF THE NATIONAL HONOR SOCIETY:**

At St. Xavier High School, the National Honor Society (NHS) is open to juniors and seniors who have a cumulative GPA of 3.6 or greater with no semester failures, and who demonstrate outstanding character, leadership, and service to the School and/or to the community.

Selection for National Honor Society begins after grades are reported at the end of a school year. The chapter moderator sends a Student Activity Form [letter with a link to an online Student Activity Form] to those who are academically eligible; they must submit the [signed,] filled-in form, by the announced deadline.

The moderator presents applications to a Faculty Advisory Council of five faculty members appointed by the Principal; the Council bases its deliberations on students' forms as well as on other verifiable information about the candidate's character, leadership, and service. Definitions of how the council considers leadership and service (both community and individual), and co-curricular activities are spelled out in the **Handbook for the Faculty Advisory Council**; a copy of that handbook is available in the library. A majority vote of the Faculty Council determines membership.

Students are usually informed of the Council's decisions by late-September through email. School officials are not obligated to share information about why a student is not selected, but the student may consult with the faculty moderator. If the student or his parents are not satisfied with the outcome of the student's discussion with the moderator, the parents may then appeal to the Principal.

An appeal may be made to the Principal *only on the grounds of a procedural mistake*. Procedural errors might include the inadvertent omission of a student's name from the list of people qualified for admission, the erroneous averaging of grades, or failure by the School to follow the prescribed procedures. If the Principal believes that a procedural mistake might have been made, the Principal may ask the Faculty Advisory Council to review the situation. Decisions about membership remain with the Faculty Council.

The moderator also informs students who are selected for membership of the date and time of the Induction Ceremony. The induction ceremony is typically the second Sunday of October. A candidate must be formally inducted in order to be considered a member of the National Honor Society.

These procedures are spelled out in the bylaws, which are published online and in the handbook.

**\*\*Freshmen and sophomores who hope to be invited to join the NHS should look for opportunities during their underclass years to demonstrate leadership in their homerooms, with the Canned Food Drive, the ambassador program and any other service activity inside and outside the School. *Participation in service and leadership activities is significant in determining membership.***

## HEALTH MATTERS

**Nurse:** The School nurse is on duty from 7:45 until 3:15 each School day. She is available for emergencies as well as to screen students for vision and hearing difficulties. No student is permitted to leave School due to illness unless a parent is notified (emergency medical forms should indicate an alternate person to contact in an emergency).

**Vaccination Requirements:** The Ohio Department of Health has established the following vaccination requirements with which all new students to a school must be in compliance:

- 4 D.T.P. or Td (adult) vaccine or combination
- 3 or more doses of polio vaccine
- 2 doses of the MMR vaccine, the first dose must be given on or after the first birthday
- 2 Doses of varicella vaccine
- 1 dose of the Tdap (adult vaccine)
- Grades 9 thru 11 - 1 dose of MCV4 (meningococcal ) vaccine
- Seniors only - 2<sup>nd</sup> dose of MCV4 given after age 16

**Notification:** It is the policy of the School to inform faculty of medical problems noted on a student's health records. Parents who do not wish such information to be distributed should notify the nurse. Parents must sign a waiver releasing the School of responsibility for non-notification.

It is the parent's responsibility to notify the School nurse of any medical problem or medication taken at home that would affect the performance or safety of the student. Parents should also notify transportation authorities of any medical problem that could result in an emergency.

**MEDICATION POLICY:** School personnel are prohibited from giving any medication to a student without the written permission of a custodial parent; in the case of a prescription medication the written order of a licensed prescriber is also required. When it is necessary for medication to be administered during school hours, the following procedures must be followed. (Exceptions may be made in the case of emergency care, in which case the School's emergency care policies will apply.)

### **IF YOUR SON WILL NEED PRESCRIPTION MEDICATION DURING THE SCHOOL DAY:**

A Prescription Medication Form must be completed by the licensed prescriber, and parent, and must be submitted to the School nurse before any medication will be administered. This form provides the licensed prescriber's order, parent permission, and medical information required by law.

A separate form is required for each medication. New forms must be submitted each school year and for each change in medication and dosage.

The School nurse and designated School personnel will administer all medication in accordance with School practices and the instructions stated on the forms.

To ensure the safety and health of all students, students may not carry or administer their own medication. The only exception is for asthma inhalers, EpiPens, and insulin. If your son would like to carry these medications, the licensed prescriber, and a custodial parent must give authorization for the student to carry and administer these medications on Prescription Medication Form or the Epinephrine Self-Carry Form.

Medication must be received in the original container which it was dispensed. It is highly recommended that parents deliver all medications directly to the nurse.

## **IF YOUR SON WILL NEED OVER THE COUNTER MEDICATION DURING THE SCHOOL DAY:**

Over the counter medications may be administered to students at the discretion of the School nurse with the permission of a custodial parent. An Over the Counter medication form must be completed by the parent and submitted each school year.

The School has a supply of frequently requested over-the-counter medications such as Tylenol and Ibuprofen. These stock medications are listed on the Over the Counter medication form. Other over-the-counter medications must be supplied by the parent in the original package and will be kept in the nurse's office for their son's use when accompanied by a parent's written request.

Over-the-counter medications will only be administered in the dose indicated on the original medication packaging. If your son will need to have a dose that exceeds that on the package an order is required from a licensed prescriber (see Prescription Medication section above).

If your son has a change in his health status, recent illness/injury, or a new drug allergy diagnosis, the parent is required to notify the School nurse as soon as possible.

A one-time dose of an over the counter medication may be administered with the verbal permission of the parent. Any additional doses may only be made pursuant to a written request.

**\*\*NOTE: Medications are not stored at School over the summer. Any remaining medication not claimed by the last day of School will be destroyed.**

**Tuberculosis (TB) Policy:** The following students must provide documented evidence of having a negative TB test within 90 days of enrollment at St. Xavier.

- All Foreign born students who have been in the United States for 5 years or less.
- All students who have traveled to a high risk country in a non-tourist capacity for more than one week.

Please check with the School nurse, Susan Geoppinger R.N., to see if you need to be tested.

**Communicable Disease:** A variety of communicable diseases exists that vary in degree of risk or transmission to others and in severity of potential health risks to others. Therefore, St. Xavier High School attempts to develop clear and consistent policies and procedures to deal with communicable diseases while concurrently acknowledging the privacy of individuals. These policy and procedure statements are formulated on the basis of current medical and legal opinions regarding communicable diseases and will be administered within the bounds of legal, moral, and ethical responsibilities.

While St. Xavier High School endeavors to protect its members from unreasonable risk of contracting communicable disease, it is not an insurer or guarantor that this infection may not occur. For example, the transmission of communicable disease can result from private, individual contact over which the School has no control.

St. Xavier High School does not routinely segregate or exclude any applicant, employee, or student considered to be afflicted with a communicable disease unless current medical opinion so recommends. For example, it has been the recommendation of the American Academy of Pediatrics as well as the Centers for Disease Control that children diagnosed with AIDS attend school normally with three exceptions. One is a child who might exhibit aggressive behavior, such as biting others, the second is a child who is unable to control bodily secretions, and the third is the child who exhibits open skin sores or lesions that cannot be covered.

St. Xavier High School attempts to protect the privacy of School affiliated persons with communicable disease. Only faculty in direct contact with an infected student should be advised of said student's identity. The need to know additional information will be reviewed by a team of professionals who will determine if the inquirer in their opinion has a right or need to know. This team will include the Principal, the School nurse, the Dean of Students, and a representative of the school counseling department.

Within this context, St. Xavier High School:

- refers when necessary any person affiliated with the School who may have a communicable disease to appropriately qualified individuals for health care and/or counseling services. The goals of these referral efforts are to educate such persons about their disease, receive necessary treatment, learn appropriate hygiene and the importance of not engaging in behaviors that are known to be likely means of transmitting the disease to others.
- will attempt to counsel, when necessary, persons with communicable diseases to adhere to responsible standards of behavior that should minimize the risk of transmission of their disease to others.
- may restrict or terminate the employment of any staff member or the enrollment and/or participation

in School related activities of any student known to be afflicted with a communicable disease. Such restrictions or terminations will occur only when, in consultation with qualified medical and legal counsel, it is felt that such individual(s) pose a risk to the health of themselves or other members of the School community by behaving in ways which may increase the possibility of transmitting the disease to others affiliated with the School. Such notifications of restrictions or termination will be done in writing directed to the appropriate person.

It is the overall goal of St. Xavier High School to treat all incidents of communicable disease among its constituency on a case-by-case method with the assistance of qualified legal and medical counsel within the bounds of the procedures set forth in this document.

**Allergy Action Plan:** The School acknowledges that food allergies can be a serious and occasionally life-threatening issue. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents and physicians to minimize risks and provide a safe educational environment for food-allergic students.

- Student's Responsibility
  - Should not trade food with others.
  - Should not eat anything with unknown ingredients or know to contain any allergen.
  - Should be proactive in the care and management of their food allergies and reactions.
  - Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Family's Responsibility
  - Notify the School of the student's allergies.
  - Notify bus driver, car pool drivers or other adults that have regular contact with the student of the student's allergies
  - Work with the School nurse to develop a plan that accommodates the student's needs throughout the School including in the classroom, in the cafeteria, in after-school programs, during School-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
  - Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the student on the written form.
  - Provide properly labeled medications and replace medications after use or upon expiration.
  - Educate the student in the self-management of their food allergy including:
    - safe and unsafe foods
    - strategies for avoiding exposure to unsafe foods
    - symptoms of allergic reactions
    - how and when to tell an adult they may be having an allergy-related problem
    - how to read food labels
  - Review policies/procedures with the School staff, the student's physician, and the student after a reaction has occurred.
  - Provide emergency contact information
- School's Responsibility
  - Review the health records submitted by parents and physicians
  - Assign the School nurse to be responsible to work with parents, student and teachers to establish a prevention plan. Any changes to the prevention plan to promote food allergy management should be made with core team participation.
  - The School nurse will assist all staff who interact with the student on a regular basis to understand the food allergy, recognize symptoms, know what to do in an emergency, and work with other School staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects or incentives.
  - Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/ effectiveness of the plans.
  - Coordinate with the School nurse to be sure medications are appropriately stored, and to be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Severely allergic students should be allowed to carry their own epinephrine, after approval from

the student's physician/clinic, parent and School nurse, and if allowed by state or local regulations.

- For every student who carries an epi-pen, the School nurse will have a backup.
- Designate School personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the School day.
- Review policies/prevention plan with the Incident Response, School nurse, team members, parents/guardians, student and physician after a reaction has occurred.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.

**Note:** St. Xavier High School reserves the right to modify this handbook as needed.

## **BOARD OF TRUSTEES**

Mr. Gregory G. Achten '82 (Chair-Elect)  
Mr. G. Jeffrey Berding '85  
Mrs. Stephanie Bruemmer  
Mr. Robert E. Carroll '76  
Ms. Melanie Chavez  
Mr. Michael E. Dahm  
Rev. Walter C. Deye, S.J. '66 (Vice Chair/Rector)  
Mr. Brian J. Fitzgerald '91  
Mr. Lee P. Geiger '93  
Dr. Colleen M. Hanycz  
Mr. Adam T. Mueller '96  
Rev. Paul A. Lickteig, S.J.  
Mrs. Patricia Y. McAlpine  
Rev. Gregory J. Ostdiek, S.J.  
Mr. Vivek Ramaswamy '03 (*on sabbatical*)  
Mr. Andrew N. Recker '97  
Mr. Timothy J. Reilly '76  
Mr. Mark M. Ryan '91  
Rev. Matthew C. Spotts '04  
Mr. Timothy J. Steigerwald '83  
Mrs. Linnell R. Sullivan  
Rev. Eric M. Sundrup, S.J.  
Mr. Nicholas J. Vehr '77 (Chair)  
Mr. Madhu Vrishabhendra  
Rev. Nathan C. Wendt, S.J.

## **ADMINISTRATION**

Timothy J. Reilly '76, B.S., M.Ed. (2018)

President

Daniel J. Lynch, B.S., M.Ed. (2014)

Principal

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Jennifer L. Ziebol-Williams, B.S., M.Ed. (2002)

Assistant Principal for Academics

Jason A. Ahlers, B.A., B.S., M.Ed. (2013)

Assistant Principal for Student Life

Brian P. Schaeper, B.A., M.A. (2004)

Dean of Students; Soccer

Brian S. Reinhart, B.A., M.T.S. (2018)

Director of Athletics

Bradley J. Homoelle '91, B.S., Ph.D. (2002)

Dean of Faculty

---

Robert G. Bollman '86, B.S., M.B.A. (2022)

Vice President of Operations and CFO

Carrie E. Clouse (2015)

Registrar; Kairos

Michael J. Dehring '88, B.A., M.A. (1994)

Assistant Vice President of Enrollment Services; Kairos

Kathryn S. Dierckes (2022)

Affinity Programs Giving Officer

Dominic D. Ferreri, B.E., M.B.A. (2020)

Director of Technology

Edmund Franchi, B.A., M.A. (2011)

Major and Planned Gifts Officer

Eric M. Gammarino '09, B.S., J.D. (2019)

Director of Alumni Relations and Special Events

Julie A. Goshorn (2023)

Director of X-Travaganza

J. K. Klaiber, B.B.A. (2013)

Director of Community Service

Nicholas S. Mayrand, B.A., M.A. (2021)

Director of Ministry

Wayne B. Miller, B.A. (2019)

Director of Multi-Cultural Initiatives; Hands Across Campus

Ralph A. Nardini '77, B.L.A. (1997)

Major and Planned Gifts Officer; Football

Emily Nutley, B.S., M.A. (2021)

Multi-tiered Systems Support Coordinator

Anthony E. Schad '81, B.A. (2005)

Vice President for Development; Football

John A. Schrantz '96, B.A. (2022)

Major and Planned Gifts Officer

Rebecca J. Schulte, B.S. (2012)

Director of Communications and Marketing; Kairos

Stephen R. Specht '86, B.A., M.A.T. (1996)

Major and Planned Gift Officer; Football

## FACULTY

- Henry T. Ahrens '87, B.A., M.A. (1997)  
English; Young Conservatives Club
- David E. Allspach '94, B.A., M.Ed. (2008)  
Science
- Alexander M. Antonelli, B.S. (2014)  
Mathematics; Intramurals, Kairos
- Elizabeth L. Armor, M.A. (2020)  
English
- Timothy O. Banker, '95, B.A., M.Ed. (2012)  
Social Studies; Director of Student Activities, Student Council,
- Timothy J. Beerman B.A. (1996)  
Campus Ministry; Kairos, Swimming & Diving
- Michael H. Bellamah '91 B.S., M.Ed. (2006)  
Health & Physical Education (Department Head); Intramurals, Kairos, Tennis
- George A. Beluan '91, B.S., M.S. (1997)  
Mathematics
- Rajan S. Berkuchel, M.A. (2020)  
English
- Jody A. Besse, B.S. M.M., D.M.A. (2018)  
Fine Arts; Marching Band, Jazz Band, Band Ensembles
- Steven P. Bleh, B.S., M.Ed. (2015)  
English; Fishing Club
- Marianne M. Borgmann, B.A., M.Ed. (2014)  
College Advising
- Therese C. Bower, B.A., M.A.T. (2012)  
English; Kairos
- Jennifer L. Boughton, B.S., M.Ed. (2022)  
Science
- Eric N. Brass, B.A., M.A.T. (2016)  
Visual Arts
- Thomas C. Broe '04, B.S., M.Ed. (2010)  
Mathematics; Math Club
- James D. Brower, B.A., M.B.A. (1988)  
Mathematics; Intramurals, Swimming & Diving
- Julia A. Brown, B.A. (2016)  
German; German Club, AMDG Club
- Whitney Butler, B.A., M.A., Ph.D. (2020)  
Intervention Specialist
- Sean P. Cahill '89, B.S., M.Ed. (2011)  
English (Department Head); Blueprint
- Regina M. Chambers, B.A., M.Ed. (2007)  
English; Young Progressives Club
- Lauren R. Cobble, B.S., B.S.A.B. (2019)

College Advising  
 John P. Cole '85, B.A., M.A. (1996)  
 Social Studies

Catherine L. Collins, B.A. (2013)  
 Religion; Ignatian Family Teach-In for Justice, Advocacy Club

Andrew L. Coverdale, B.S., M.A., (2019)  
 Social Studies, Football

John J. D'Alessandro, B.S., M.S., M.S. (2007)  
 Science; Robotics Club, X-peditions

Michael J. Daley, B.A., M.A. (1998)  
 Religion; Adult Faith Formation, Star Wars Club

Eleanora H. Denning, H.A.B., M.Ed. (2014)  
 Latin, Greek; Latin Club, Quiz Team

Donald S. DiGiacomo, B.A., M.Ed. (1988)  
 Health & Physical Education; Baseball, Cross Country, Swimming & Diving

Verna A. Donovan, B.S., M.Ed., M.A. (2016)  
 Speech and Language Pathologist; Lego Club

David D. Eby, B.A., M.A. (1998)  
 Campus Ministry, Religious Education; Cross Country, Student Leadership

Matthew J. Essary, B.S., M.A. (2015)  
 School Counseling; Soccer

Jacob E. Federle '03, B.A., M.Ed. (2016)  
 English; Bomber Pilots

Andrew P. Felczan, B.S., M.Ed. (2015)  
 Science; Chess Club, Board Game Club, Robotics Club, E-Gaming, Marching Band

Lindsey B. Ferguson, B.S., M.S.W. (2021)  
 College Advising

Nathan E. Gabriel, B.A., M.F.A. (2015)  
 Fine Arts; Theater Xavier

John J. Getgey, B.A., M.A. (2018)  
 Religion; Baseball, Football, Kairos

Brian Gilronan, B.A., M.A., (2019)  
 School Counseling; Kairos, Model UN

Michael A. Gordon, B.S., M.Ed. (2005)  
 Health & Wellness, Physical Education; Athletic Trainer

Alexander E. Hale, B.A. (2023)  
 Religion and Social Studies

Elizabeth A. Harris, B.S., M.A., M.F.A. (2016)  
 Fine Arts (Department Head); Theater Xavier, Xmplify

Michael J. Haskins, B.S., M.Ed., D.P.T. (2004)  
 Science (Department Head); Baseball, Cross Country

Elizabeth B. Heile, H.A.B., B.A., M.A., M.Ed. (2007)  
 English; Young Writer's Forum, Kairos

Carolyn Holman, B.S., M.Ed., (2019)

## Mathematics

- Andrew J. Holmes '96, B.A., M.A. (2010)  
School Counseling (Department Head)
- Kristopher M. Holmes, B.A., M.A. (2015)  
Social Studies; PAC, Super Smash Bros., Wrestling, Tennis
- Joseph W. Jackson, B.A., M.A. (2015)  
Social Studies; Tennis
- Sarah C. Jackson, B.S., M.Ed. (2012)  
German (Department Head);
- George A. Jacob, B.S., M.S., Ph.D. (2007)  
Science; Aspiring Physicians of St. X
- Matthew D. Kemper '91, B.S., M.Ed. (1998)  
Religion; Environmental Club, Fair Trade Club
- Tamara L. Kilgore, B.S., M.Ed. (2006)  
Student Support Programs Coordinator
- Lindsay M. King, B.A., M.A. (2019)  
School Psychologist
- Nancy L. Klas, B.S., M.Ed. (1997)  
Science
- J. Patrick Klus '91, B.A., M.A. (2013)  
Religion
- Erin P. Koehne, B.S., M.Ed., (2019)  
School Counseling
- Rachel L. Kohler, B.A., M.A. (2014)  
French; French Club, Kairos, World Language Honor Society, Xavier United
- Gregory L. Lamping '80, B.S., B.A., M.A. (1993)  
Spanish, Portuguese; Spanish Club, Italian Club
- James B. Laughlin, Jr., B.S., Ph.D. (2008)  
Science; Science Olympiad, Environmental Club, Crew
- Stephen H. LaVelle '96, B.S., M.A.T. (2015)  
Science; Zoology, Aquaponics Club
- R. Patricia Luehrmann, B.A., M.A. (1994)  
Spanish; Peru Exchange, Fe y Alegria Club
- Craig A. Maliborski, B.A., M.A.T. (2023)  
Mathematics
- Jill M. Malik, B.S., M.Ed. (2013)  
Student Support Services
- Rev. Thomas C. Manahan SJ, B.A., M.B.A., M.Div. (2018)  
Religion
- Scott A. Martin '87, B.S., M.A.T. (1994)  
Mathematics; Intramurals, Guitar Club
- Christopher F. McCoy, B.A., B.U.S., M.A. (2018)  
College Advising (Department Head); Navigators
- Henry J. McDonald '06, B.A., M.Ed. (2012)  
English; Kairos, Baseball

Timothy J. McDonald, B.A. (2010)  
 English, Social Studies; Center for Entrepreneurship & Innovation

Tamara McKinney, B.A., M.Ed., (2019)  
 Intervention Specialist

Kimberly A. McLaughlin, B.A., M.A. (1988)  
 Religion; Marching Band Chaplain, Liturgical Music

Braden J. Mechley '88, B.A., M.A., Ph.D. (2005)  
 Latin, Greek; Kairos, World Language Honor Society

Theodore R. Mechley '89, B.A., M.B.A. (1995)  
 Fine Arts

Michael P. Meyer, B.A., M.Ed., (1992)  
 School Counseling

Rev. Richard L. Millbourn SJ '86, B.A., M.A., M.Phil. (2010)  
 Religion

Edward A. Mongenas, B.A. (2003)  
 Religion

Todd A. Mosley, B.F.A., M.F.A (2011)  
 Fine Arts

Anthony R. Nardini '95, B.A., J.D. (2005)  
 Social Studies (Department Head)

Edward F. Nardini '81, B.S., B.A., M.B.A. (2000)  
 Computer Science (Department Head); Football

Heather K. Nardini, B.A., M.Ed. (1992)  
 Science; Marine Biology Club, Rock Climbing Club, Zoology Club

Daniel R. Neugebauer, B.A., M.Ed., M.S. (2023)  
 Mathematics

Alexander G. Nikias, B.S., M.Ed. (2014)  
 Computer Science; Intramurals

Matthew T. Normile, B.A., M.A. (2019)  
 Social Studies; Swimming & Diving

Michael M. Odioso '81, B.S., M.Ed., J.D. (1995)  
 Social Studies

Lora M. Pateras, B.S.E., E.R.L., M.T.S. (2007)  
 Religion; Super Hero Film Club

Dennis Perry '02, B.S. (2018)  
 Mathematics

David Pfeil '87, B.S. (2019)  
 Makerspace; Maker's Club

Amy L. Reeb, B.A., M.A. (2011)  
 Spanish

Daniel J. Reed '06, B.A. (2021)  
 Science

Timothy D. Reisert, B.A., M.A.T. (2007)  
 English; Expressions, Guitar Club

Alison M. Roberson, B.A., M.Ed. (2000)

- English
- Maria E. Rubio, B.A., M.Ed. (2007)  
Spanish; Barcelona Exchange
- Brendan T. Ryan, B.S., M.Ed., M.Div. (2021)  
Mathematics
- Neal S. Ryan, B.A., M.Ed. (2016)  
Computer Science; Boxing Club
- Margaret M. Schmucker, B.S. M.A. (2011)  
School Counseling; Culinary Club
- Kyle M. Schreiner '00, B.A., M.A.P.S. (2013)  
Religion; Kairos, Track & Field
- Heather M. Sepelak, B.S., M.S. (2012)  
Mathematics; National Honor Society
- Meghan N. Shaughnessy, B.S., M.A.T. (2016)  
Science; Environmental Club, Cross Country
- Timothy J. Sorensen, B.S.M.E., M.A.T. (2007)  
Science; Bomber Pilots, Cross Country, Guitar Club
- Angelo J. Sylvester, B.A., M.A. (2020)  
Fine Arts, Vocal Groups
- Sarah E. Tardivon, B.S., B.A., M.Ed. (2023)  
French
- James A. Telles, B.A., M.Ed. (2003)  
Religion (Department Head); Football, Student Conferences,  
Student Athlete Formation
- Laci E. Tucker, B.A., M.Ed. (2016)  
College Advising
- Christina M. Turner, B.A., M.A. (2006)  
Spanish; Barcelona Exchange
- Jerry T. Villing '86, B.A., M.Ed. (2016)  
Social Studies; Kairos; Bomb Squad, Tennis
- Joyce A. Wade, B.S., M.S. (1997)  
Mathematics
- Julie R. Warsinskey, B.A., M.A. (2015)  
Mathematics
- Isaac M. Watras, B.M., M.M. M.Ed. (2007)  
Fine Arts; Chamber Blues, Godzilla Club, Liturgical Music, Men in Black, String  
Ensembles
- Ronald J. Weisbrod, B.S., M.Ed., M.A. (2000)  
Social Studies; Athletics Liaison
- Andrew M. Wietmarschen '01, B.A., B.S., M.Ed. (2006)  
English; Cross Country, Kairos, Track & Field, Intramurals
- James C. Wolf '97, B.A., M.Ed. (2022)  
Social Studies
- Thomas E. Wynn, B.S., M.S. (2011)  
Health & Physical Education; Wrestling

Wei Yuan, M.A. (2012)

Chinese; Chinese Club

Michelle L. Yauss, B.S., M.Ed. (2013)

Director of Intervention Services, SSD Coordinator, Intervention Specialist

Roger Yauss '79, B.A., M.Ed. (2015)

Social Studies

Daniel T. Zepf '92, B.A., M.A.T. (1998)

Social Studies; Football

William C. Zimmerman, B.S., B.S., M.Ed. (2006)

Mathematics (Department Head)

## **STAFF**

David Albert – Admissions, Swimming & Diving  
Terrence Baum SJ – Advancement Department  
Rosie Bernard – Switchboard  
Aaron Bohache – Custodial Department  
Andrew Bohache – Maintenance Department  
Maggie Bohache – Custodial Department  
Joyce Bowman – X-Travaganza  
Donald Brichler – Director of Safety & Security  
Peggy Brichler – Information Desk  
Tom Brown – Maintenance Department  
Mary Beth Bruns – Advancement Department  
Jean Budke – Spirit Shop  
Joseph Burst – Maintenance Department  
Jaleria Burt – Diversity Coordinator  
Lisa Castellini – Purchasing Director, Spirit Shop  
Gail Chang – Community Service  
Tyler Cunningham – Custodial Department  
Nick Day – Maintenance Department  
Brandon Dean – Makerspace, Facilities  
Anthony DeGregorio – Technology Department  
Brendan DeVenney - Communications  
Pam DiBenedetto – Principal's Office  
Karen Dingwall – Asst. Director of Facilities  
Jennifer Donahue – Library  
Jennifer Elliott – Auxiliary Funding  
Jennifer Elmlinger – Business Office  
Ryan Fleming – Student Support Services, Basketball  
Carly Ems – Advancement Department  
Heidi Eveleigh – Advancement Department  
Don Furlong – Learning Center  
Cher Gaines – Business Office  
Susan Geoppinger - Nurse  
Eric Givens Chapman – Custodial Department  
Sandy Grammel – Information Desk  
Amy Hagedorn – Student Support Services  
Brooke Hauernt – Custodial Department  
Sandra Healey-Wenhold – Switchboard  
Cara Hester – Advancement Department  
Libby Hodapp – Advancement Department  
Tim Idol – Technology Department  
Ronald Johnson – Prefect  
Jarod Kees – School Therapist  
Matthew Keith – Online Content Manager  
James Kemp – Business Office

Heidi Kemper – President's Office  
Nick Kemper – Archivist  
Sean Kennedy – Grounds Department  
Richard Klus – Planned Giving Consultant  
Katie Maney – Learning Center  
Tim Marston – Director of Grounds Department  
Kellie Mayhan – Database Administrator  
Kyle Medley – Admissions  
Thomas Mills – Director of Facilities and Maintenance Departments  
Sarah Morman – Community Service  
Amy Mueller – X-Travaganza  
Frederick Mutters - Grounds Department  
Anna Nerone – School Therapist  
Angela Paolo – Information Desk  
Joe Penno – Assistant Athletic Director  
Katherine Raffenberg – Business Office  
John Ravenna - Admissions  
Patricia Renneker – Admissions  
Aleth Rhoades – Career Connections  
Stevetta Robinson – Business Office  
Susan Rush – Custodial Department  
Ken Rushford – Athletic Trainer  
Anne Schoelwer – Learning Center  
Becky Smith – College Advising  
Donte Smith – Custodial Department  
Teri Smith – Assistant Athletic Director  
Alex Spaulding – Learning Center  
Shane Squires – Grounds Department  
Steven Stapleton – TX and Technology Department  
Charles Strole – Maintenance Department  
Andrew Sweeny – Advancement Department  
Cristine Vesprani – Spirit Shop  
Laurie Walter – Spirit Shop  
Beverly Watanabe – Counseling Department  
Emmy Waterkotte – Library  
Janice Williams – Custodial Department  
Terrell Williams – Athletic Department  
Jordan Wilson – Custodial Department  
Justin Wilson – Technology Department  
Mike Witham – Maintenance Department  
Darnell Woods - Custodial Department  
Nicole Woods – Information Desk  
Jennifer Wyche – Assistant Principal's Office  
Benjamin Yauss – Athletic Department  
Jayne Zimmerman – Principal's Office